



# Information Kit – School Counsellors



## Introduction

Thank you for considering the role of a School Counsellor with CatholicCare. Our School Counselling program aims to help children to learn and thrive. Our school counselling program is in partnership with Sydney Catholic Schools and gives free counselling to students in Catholic primary and secondary schools in the Catholic Archdiocese of Sydney.

Our Counsellors help students learn to cope with stress, emotional or behavioural difficulties, mental health issues or other factors that could significantly impact a student's wellbeing, providing individual help for students, as well as group programs and workshops for students, parents and teachers.

Our School Counselling team currently supports 130 schools with 78 Counsellors.

## Who is CatholicCare?

[CatholicCare Sydney](#) is the official social services agency of the Catholic Church in the Archdiocese of Sydney. We are a leading not-for-profit agency providing care and support to people in Sydney across a wide range of social services: children and families, relationships, ageing, disability, employment, mental health and youth programs.

## The role of a School Counsellor

In partnership with Sydney Catholic Schools, CatholicCare School Counsellors (who may be based at more than one school) assist with issues such as stress, underachievement, mental health, family breakdown, grief and behavioural difficulties that impact on a student's learning.

“A day in your life as a School Counsellor” could include:

- providing daily approximately 5-6 individual and group therapeutic counselling services and referrals for students, family members and advice to school staff
- providing related services to the school community including small groups for students and social-emotional education for parents and the staff
- providing relevant information to the students, staff and parents.
- supporting the school community during and after critical incidents
- liaising with other agencies and external services where appropriate
- case notes and action plans preparation and recording in our database
- self-care and reflection

## Employment Conditions and Benefits

Competitive salary and benefits	Working arrangements	Clinical Supervision and Professional Development	Support
<b>Hourly pay rate of approx. \$36.18-\$38.96</b> , plus superannuation	Full-time roles available	2 full day team meetings per term	Support of 2 Senior Managers, 7 Practice Managers and 2 Administration Officers
Access to salary packaging (see <a href="http://www.maxxia.com.au">www.maxxia.com.au</a> ) (which may increase take home pay)	Part-time (eg: 3 or 4 days per week) available	Individual supervision provided by Practice Managers	Great team culture of support and sharing
Paid school holidays (with the exception of 3 days in Terms 1, 2 & 3 breaks when training is held)	<i>Note: Thursday is a compulsory day for all staff (it's the day when training, meetings, supervision is conducted)</i>	Peer supervision in small groups of up to 3 hours per term	Comprehensive orientation process
Up to 5 days paid Study leave pa	Ongoing, fixed term (both full-time and part-time) and Casual opportunities are available	Professional development in Term 1, 2 and 3 breaks	A collaborative partnership with Sydney Catholic Schools including shared opportunities for training
Up to 12 days Personal/Carers leave pa (pro-rata for Part-time Counsellors)			Training in our electronic client management system

## Do I have to be Catholic?

No, however there is an expectation that you will perform the duties of the role in accordance with CatholicCare's [Mission, Vision and Values and its Code of Ethics and Conduct](#).

## Where are the Schools located?

Our Counsellors provide support to Catholic Schools through the geographical boundaries of the Catholic Archdiocese of Sydney in these local government areas:

Auburn	Bayside	Burwood	Canada Bay	Canterbury Bankstown
Fairfield	Georges River	Hunters Hill	Inner West	Lane Cove
Liverpool	Mosman	North Sydney	Randwick	Ryde
Strathfield	Sutherland	Sydney	Waverley	

## Relationship with Sydney Catholic Schools

CatholicCare works collaboratively through a service contract with Sydney Catholic Schools to provide counselling services to Sydney Catholic Schools who support Catholic Primary and Secondary schools within the Catholic Archdiocese of Sydney.

Working remotely from the School Counselling management team, and with support through a Practice Manager, School Counsellors work very closely with the School Principal and senior staff (eg Wellbeing Coordinator) to support the needs of students.

A collaborative tri-party approach (the Counsellor, CatholicCare management and the School) is required to meet the expectations of both CatholicCare and the local school through open communication, liaison and reporting.

## Can I choose my schools or Primary/Secondary preference?

School allocations are determined by Senior Management based upon the needs of the school and the skills and experience of available School Counsellors. Allocation to Primary/Secondary or single sex schools are made by the Senior Management based upon the needs of the school and the skills and experience of available School Counsellors considering (where possible) the preference of the School Counsellor.

## Multiple schools

To meet the needs of Schools with small student numbers, School Counsellors may be required to work across a number of schools during their normal working week.

## Can I be moved to another school during my employment?

It may be necessary for School Counsellors to be moved to another School for operational reasons.

## How does CatholicCare select School Counsellors?

Following receipt of applications, a hiring panel reviews all applicants and reviews their skills, experience and qualifications – so it is important that applicants provide a response to each of the below listed selection criteria:

- Ability to undertake the duties of the role in accordance with CatholicCare's [Mission, Vision and Values and its Code of Ethics and Conduct](#) in partnership with Sydney Catholic Schools
- Current registration with PsyBA (Psychology Board of Australia); Full membership of AASW (Australian Association of Social Workers) or clinical membership of PACFA (Psychotherapy and Counselling Federation of Australia).
- Demonstrated knowledge of current NSW Child Protection Legislation
- Experience and skills in providing counselling services addressing emotional and/or behavioural needs to children and adolescents, and their families, and to At-Risk students
- Demonstrated knowledge of child and adolescent development and mental health issues as they impact on students
- Well developed interpersonal and communications skills and a demonstrated ability to work collaboratively within a team environment and to engage with multiple stakeholders.
- Demonstrated experience in working with culturally and linguistically diverse clients.
- Experience in delivery of group work and presentations, including small group programs to students and the capacity to develop and deliver social and emotional education to staff and parents
- Ability to work independently, a willingness and capacity to take initiative and to manage a high volume counselling caseload.
- WWCC
- Driver Licence and access to registered motor vehicle

## The selection process

CatholicCare undertakes a staged approach to recruiting School Counsellors:

1	Applications compared against published selection criteria and responses to mandatory application questions – applications received and assessed by Senior Managers of the School Counselling team. Those applications which do not address or respond to each selection criteria and/or do not provide a satisfactory concise answer to the mandatory application questions are not normally progressed to stage 2
2	<p>Pre-assessment task – applicants are provided with an assessment task to be returned.</p> <p>The assessment task may take the form of a series of short questions/answers or to comment on a particular case study and will be planned to take no more than 30 minutes of your time.</p>
3	<p>Interview – applicants who have addressed the selection criteria and have satisfactorily responded to the pre-assessment task are invited for interview.</p> <p>If you are invited to an interview, you must provide prior to the interview the following documents to provide evidence that you comply with the selection criteria (you can email the documents to the relevant contact manager)</p> <ul style="list-style-type: none"><li>• Current registration with PsyBA (Psychology Board of Australia), or Full membership of AASW (Australian Association of Social Workers) or clinical membership of PACFA (Psychotherapy and Counselling Federation of Australia)</li></ul>

	<ul style="list-style-type: none"> <li>• NSW Driver Licence</li> <li>• Working with Children Check verification number</li> <li>• Vehicle registration details (you may redact any monetary/payment details if required).</li> </ul> <p>A location preference sheet detailing your preferred locations will be forwarded to you prior to the interview for your completion.</p> <p>At the interview you will be asked a series of questions about your demonstrated experience, capacity to perform the role, skills, qualifications and attributes in addition to possible assessment tasks including scenarios or a short case note writing exercise.</p> <p>In some cases and for particular schools, 2 rounds of interviews may be required.</p>
4	Referees – nominated Professional referees that are able to talk to the applicants relevant experience including capacity to work with multiple stakeholders', clinical competence, managing challenging conversations and ability to work independently will be contacted
5	Offer of employment – subject to any pre-employment check verifications

## Interviews

Interviews are scheduled to be held on 2 November (morning) and 6 November (afternoon) November 2020 at our Lewisham office (with appropriate social distance) or via Zoom.

## Induction

Supported and guided by your Practice Manager (an experienced Counsellor with responsibility for up to equivalent of 10 fulltime School Counsellors) you will be provided with a comprehensive induction program including:

- Introduction to CatholicCare
- Introduction to the School Counselling Senior Management team
- Training in our Client Management system
- Introductions to schools and handover of current counselling cases, where relevant

## Can I take Annual Leave at anytime?

To ensure that our counsellors provide ongoing support to the schools, we restrict the taking of annual leave to the nominated school holiday period of Christmas/New Year.

Annual leave cannot be taken during school terms.

During the Terms 1, 2, and 3 breaks, School Counsellors are not required to attend for work, except on up to 3 nominated days during those breaks for training. School breaks for Terms 1, 2 and 3 are paid as if a normal working day.

## **Other employment – can I work elsewhere or for myself?**

Yes, in the following circumstances. Full-time employees must have approval in writing from CatholicCare prior to engaging in any secondary employment or business activity, including a family company. Part-time employees can work in a secondary capacity outside CatholicCare provided CatholicCare is aware/notified. Should there be a possibility of a conflict of interest that could adversely impact CatholicCare's financial services etc, permission may be declined. Under no circumstances may a Counsellor have any external personal or professional relationship with a student that they assist during their employment at CatholicCare.