

POSITION DESCRIPTION

POSITION	SCHOOL COUNSELLOR, STUDENT AND FAMILY PROGRAM (SSFP)
SERVICE	FAMILY SERVICES

DIMENSIONS

LOCATION	WITHIN ONE OF THE FOLLOWING REGIONS OF THE CATHOLIC DIOCESE OF WOLLONGONG (MAP): <ul style="list-style-type: none">- SHOALHAVEN- ILLAWARRA- MACARTHUR CENTRAL- MACARTHUR WEST
DIRECTLY ACCOUNTABLE TO	TEAM LEADER – SCHOOL, STUDENT AND FAMILY PROGRAM
DIRECT REPORTS	NIL
REQUIRED PRE-EMPLOYMENT CHECKS	NATIONAL CRIMINAL HISTORY RECORD CHECK, WORKING WITH CHILDREN'S CHECK

MISSION, VALUES & VISION

We seek to bring joy to those we serve by enabling growth, healing, and hope. Our employees ascribe to the shared values of Dignity, Integrity, Compassion and Equity to fulfil our vision of living together in thriving communities where the human dignity of all is respected and valued.

Our employment practices require all employees and volunteers to embrace and inspire others to promote the mission, vision and shared values of CatholicCare in the Diocese of Wollongong.

STRATEGIC PLAN

We respond to the needs of those we serve and our changing environment by organising our efforts around priorities detailed in our Strategic Plan.

PROGRAM AIM

The School, Student and Families Program (SSFP) work with Catholic primary and secondary students, their families and school staff to support the well-being and development of students and to strengthen them emotionally, socially, spiritually and morally. The SSFP provide direct service delivery to meet the needs of school communities in the form of one-on-one counselling with students, consultation with parents, school staff and other appropriate agencies, advocacy, group work, classroom strategies, training and information to school staff and parents. Group work focuses on the development of life skills and resilience of students through targeting either small groups, whole class cohorts or year groups. Students, their families & school staff identify issues causing significant distress and disruption to their schooling and general wellbeing and SSFP addresses these needs.

POSITION PURPOSE

The main role of the school counsellor is to deliver counselling and group work to students, as well as consultation to parents/carers and school staff within their allocated school/s. Counsellors work closely with School Principals, Executive Leadership, pastoral care and teaching staff as well as other CatholicCare programs and external services to promote and deliver a holistic model of care and support. When there is a critical incident, counsellors may be requested to attend other schools within the diocese to support the SSFP response.

POSITION REQUIREMENT

This role works collaboratively with other SSFP staff to ensure primary and secondary schools within the region are provided with a high-quality holistic provision of service. The School Counsellor adheres to policies and procedures set by CatholicCare and the Catholic Education Office, Diocese of Wollongong (CEDoW) in providing service delivery. This role also supports the SSFP management team to engage in 'best practise' responses to critical incidents and in wider early intervention projects.

A Graduate School Counsellor classification will be for people who hold a tertiary qualification in one of the following areas; Graduate Social Worker, Graduate Counsellor, Provisional Psychologist and are eligible for registration with either AASW, PACFA or AHPRA. A Graduate School Counsellor will be working towards 750 hours of post-qualifying client contact before progressing to School Counsellor classification Level 1.

KEY ROLES AND RESPONSIBILITIES

GENERAL

- Commitment to and a willingness and ability to promote and apply the mission and values of CatholicCare, our strategic plan, policies and procedures and funding bodies' contractual obligations.
- Adherence to agency policies and procedures including client confidentiality protocols.
- Practice and promote an organisational culture that supports excellence in service delivery to people accessing CatholicCare's services.
- Apply work practices and behaviours that comply with CatholicCare's Code of Conduct, Framework for Practice and Policies and Procedures.
- Carry out responsibilities under the Work, Health & Safety Act 2011. Be responsible for the health and safety of yourself and others in the workplace. Report any incidents or workplace hazards in accordance with CatholicCare's incident reporting system.
- Actively promote CatholicCare as a service provider and employer of choice.
- Meet Key Performance Indicators (KPI's) as set by CatholicCare.
- Provide stewardship over allocation of CatholicCare resources effectively, economically and efficiently.
- Undertake other duties and responsibilities as requested by CatholicCare from time to time.
- Ensure that all performance, compliance and contractual requirements to provide quality practices that support the safety and well-being of children and young people is maintained

PROGRAM SPECIFIC

School, Student & Family Program (SSFP)

- Deliver and review interventions including counselling, casework, group work, referral and stakeholder consultation, in alignment with best practice standards, statutory requirements and SSFP operational documents.
- Conduct assessments to determine the most appropriate interventions.
- Consult with school Principals, Pastoral care staff, other CatholicCare programs and external organisations to provide holistic support to students, families and school communities.
- Participate in professional guidance meetings with Team Leader in accordance with CatholicCare's WS 4.1 Performance Planning and Review Policy; and complete file audits at least annually, to ensure policy, planning and reporting requirements are met.
- Identify operational difficulties as they arise and consult with Team Leader to achieve best solutions.
- Participate in clinical supervision activities in accordance with CatholicCare's WS 4.1 Performance Planning and Review Policy.
- Participate in regular team meetings and share minute-taking duties.
- Support CatholicCare's commitment to agency initiatives and/or committees.
- Apply and promote CatholicCare's CS 16 Child Protection Policy and work instructions to support the safety, welfare and wellbeing of vulnerable students.

- Collect client feedback via CatholicCare's Outcome Measurement Tools.
- Work towards continuous improvement by reporting and reflecting on client feedback and implementing changes.
- Undertake administrative duties including inputting statistical data in a timely manner and recording all occasions of service. This includes but is not limited to case consultations, non-client consultations, one-off distress sessions, one-off transition sessions, critical incidents, group work, ROSH and Non ROSH reports, school meetings and parent education.
- Create and maintain case files using Carelink+ to ensure they are kept in a secure manner in accordance with relevant CatholicCare policies and legislation.
- Work in consultation with the SSFP Management team and CEDoW to assess and appropriately respond to critical incidents in school communities in accordance with CatholicCare's and CEDoW's relevant critical incident policies.
- Promote CatholicCare services to schools and their communities.
- Contribute and consult with whole-school based initiatives including but not limited to attending and providing professional expertise/consultation in meetings related to all students' wellbeing
- Develop and maintain a continuous Professional Development Plan (CPD) in consultation with their Team leader and clinical supervisor (if separate) and participate in relevant professional development activities.
- To represent CatholicCare at relevant school and community events within counsellor's capacity and in consultation with Team Leader.
- Providing professional support, psychoeducation and guidance to executives and school staff as required within counsellor's capacity.
- Manage current caseloads and the capacity for new referrals in consultation with Team Leader, Principals and relevant school staff.
Conduct risk assessments and safety planning in line with CatholicCare and CEDoW's relevant guidelines and policies.

SELECTION CRITERIA

Essential skills, knowledge and experience:

Knowledge

- Degree in Social Work, Social Science, Counselling, or Psychology.
- Eligibility for membership with the Australian Association of Social Workers (AASW), Clinical Membership with the Psychotherapy and Counselling Federation of Australia (PACFA), or general registration with Australian Health Practitioners Regulation Agency (AHPRA).
- Knowledge of a Pastoral Care model of supporting students in Catholic Schools
- Understanding and commitment to the principles of Catholic education and welfare, the principles of Catholic Social Teaching and the vision, mission, values and strategic plan of CatholicCare.
- Knowledge of current child protection legislation and protocols

Experience

- Demonstrated experience in providing counselling, case work and group work to children, adolescents, and families, including the use of strengths-based practice and early intervention strategies
- An unencumbered NSW drivers' licence and a vehicle for travel to their school

Skills

- Commitment to and a willingness and ability to promote and apply the mission & values of CatholicCare

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- Demonstrated ability to reflect on feedback from others, use it as an opportunity to learn and take appropriate action
- Strong interpersonal, verbal and written communication skills, including demonstrated ability to work collaboratively with internal and external stakeholders
- Computer literacy including a sound understanding of the Microsoft Office suite of programs.

ATTACHMENTS

Nil

Date of Last Review: 25 October 2021

