

# POSITION DESCRIPTION

<b>POSITION:</b>	Counsellor	<b>STATUS:</b>	Part-Time
<b>REPORTS TO:</b>	Head of Counselling	<b>DATE:</b>	
<b>CLASSIFICATION:</b>	SO Level 6	<b>SCHOOL/COLLEGE:</b>	Emmaus College

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## **Purpose of Position:**

Under broad guidance of the Principal or nominee, provide leadership with the organisation, planning and being responsible for the ongoing delivery of personal counseling to the catholic primary feeder schools and Emmaus College. These services will be offered to Students, Staff, Parents and other members of the school community, in a manner appropriate to the ethos of Emmaus College.

## **Key Characteristics:**

**Skills:** Facilitate effective communication with staff, students, parents and visitors in a way that enhances the school image and contributes to the goals of Catholic Education  
Demonstrate a capacity for tact and discretion and an ability to maintain confidentiality  
Self-directed development and application of professional knowledge with substantial depth in some areas  
Significant discretion and judgement are required in planning, design, professional, technical or supervisory functions related to services, operations or processes for self and/or others  
Apply a broad range of professional skills to roles and functions in both varied and highly specific contexts  
A proportion of competencies involve complex, specialized or professional functions  
Competencies are normally used independently and are substantially non-routine with initiative being exercised in the application of professional practices

## **Counselling**

Knowledge training and experience in Counselling in a variety of settings  
Individual and group.  
Ability to communicate clearly and precisely to create good working relationships with students, staff and parents.  
Ability to work effectively and efficiently under pressure.  
Can adapt readily to changing situations.  
Create an Environment  
For clients that is safe and nurturing.  
For staff that involves, their impute and recognises their individual creative talents.

## **Case Notes**

The collection and correlation of confidential information involved with case management.

## **Written Skills**

Compiling of information to allow billing of other school contact.  
Assist in developing programs to present to staff and students.  
Updating or creating existing/new policies and procedures.

**Supervision:** Work will be carried out under broad guidance  
Work is usually measured in terms of achievement of stated objectives to agreed standards  
Supervision at this level is related to task methodology and work practices  
May involve a level of autonomy in accordance with a broad plan or budget strategy

**Supervision of Others:** May have responsibility for the supervision and monitoring of the work of others and of workflow in the area of responsibility

Leadership and development of teams and responsibility for outcomes may be required  
Supervision and training of subordinate staff may be involved

**Qualifications:** Relevant formal qualifications at degree level are required

**Typical Duties:**

Typical duties performed include, but are not limited to:

- Practise confidentiality in relation to all aspects of the role
- Apply a range of professional knowledge gained through successful completion of an appropriate undergraduate degree
- Operate counselling services to provide for students' needs in both personal and career counselling
- Maintain counsellors' offices and counselling resources in all schools attended:
- Support employees reporting to the position in policies to be followed, methods to be used and standards to be observed
- Provide professional advice to staff and students in the officer's area of expertise
- Formulate procedural policy and guidelines in the employee's area of responsibility; submit recommendations for decision and prepare supporting statements as necessary

**Specific Duties:**

- Provide case management and counselling for individual student, groups of students and parents
- Conduct personal development/enrichment sessions for students, staff and parents.
- Contact teachers in relation to information sharing and discussion re strategies for students
- Contact with planning room staff to view statistics on student attendance and discuss and implement interventions where necessary.
- Maintain case file, including up to date case notes and all other relevant information relating to the case.
- Liaise with outside agencies in relations to individual students ongoing cases.
- Attend, and provide where required relevant information at meetings of teaching staff ,all staff, pastoral staff and the Responsible Thinking Programme Core Group
- Form good working relationships with staff at all levels in the college, feeder schools and develop team approaches to best provide counselling services.
- Participate in annual staff appraisal
- Participate in professional development and training
- Prepare and facilitate class room sessions
- Assist in the review of Policies and Procedures annually to meet the needs of the service
- Will attend and participate in regular, ongoing structured supervision with the Head of Counselling
- Use of self-evaluation techniques and constructive feedback.
- The collection and correlation of confidential information involved with case management.
- Compiling of information to allow billing of other school contact.
- Assist in developing programs to present to staff and students.
- Updating or creating existing/new policies and procedures.

*I acknowledge that I have sighted and been provided a copy of this Position Description.*

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*Employee Name (Please Print)*

*Signature*

*Date*