

POSITION DESCRIPTION

Position:	Counsellor	Location:	Rockhampton/Yeppoon
Reports to:	Coordinator Counselling Services and relevant school Principal	Date:	August 2020
Classification:	SO Level 6	Status:	Full-Time/Part- Time
School/College:	Emmaus College Rockhampton and Sacred Heart Catholic Primary School Yeppoon		

Employee Name:

Mission

The mission of Catholic Education Office is to accept a call from God to serve the educational communities of the Diocese of Rockhampton.

Organisational environment

Catholic Education, Diocese of Rockhampton is one of five Diocesan Education Authorities throughout Queensland. The Diocese stretches from Bundaberg in the South to Mackay in the North and West to Longreach and beyond to the Northern Territory border. Schools and colleges provided by the Catholic Education Office are organised into four geographic regions. In each region these schools are supported by an Assistant Director: Schools through whom communication between the principal and the local school community, on the one hand, and the Catholic Education Office (CEO), on the other hand, are maintained.

Each Catholic school is self-managing, but not self-governing. Each Catholic school operates according to the mandate of the Diocesan Church, and its leader, the Bishop of the Diocese. The Bishop delegates responsibility for the provision of Catholic Education to the Director of Catholic Education.

The CEO covers three areas of Ministry; Catholic schools, Adult Faith Education and Formation and Religious Education in state schools.

Purpose of Position

To contribute to the mission of Rockhampton Catholic Education by the provision of a professional counselling service to school communities in order to promote and foster the wellbeing and mental health, successful school engagement and development of all students, and to work collaboratively with other staff and parents in achieving this.

The Counsellor has a focus on fostering the development and mental health of all students, including those considered at-risk and those with special needs. This focus is achieved by applying counselling skills and engaging in individual interventions. This leads to more equitable educational access, participation and outcomes for all students. The counsellor is a certified professional who works in partnership with the school by contributing specialised knowledge and skills in a collaborative, collegial manner.

Key Characteristics

Skills

Competency at this level involves self-directed development and application of professional knowledge with substantial depth in some areas.

A broad range of professional skills are applied to roles and functions in both varied and highly specific contexts.

A proportion of competencies involve complex, specialized or professional functions.

Competencies are used independently and are substantially non-routine with initiative being exercised in the application of professional practices.

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.

Work under broad guidance.

Supervision of employees' work

Work is usually measured in terms of the achievement of stated objectives to agreed standards.

May be less direct than at lower levels and usually be 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

Responsibility for the supervision and monitoring of the work of others and of workflow in the area of responsibility may be involved.

Leadership and development of teams and responsibility for outcomes may be required.

Qualifications:

Relevant tertiary qualifications at degree level

Highly developed counselling skills

A commitment to the ethos and values of Catholic Education

Typical Duties

Typical duties performed include, but are not limited to:

- a. Apply a range of professional knowledge gained through successful completion of an appropriate undergraduate degree. This may include: the gathering, analysis and interpretation of data or preparation of reports and the consequent giving of advice to other professional staff to assist student learning; or providing pastoral ministry; or providing counselling and/or guidance support for students.
- b. Provide professional advice to staff and students in the officer's area of expertise or qualification.
- c. Formulate procedural policy and guidelines in the employee's area of responsibility; submit recommendations for decision and prepare supporting statements as necessary.
- d. Apply a range of professional knowledge gained through successful completion of an appropriate undergraduate degree.
- e. Address the relevant educational, personal, vocational and social needs of students within the school setting.
- f. Consult with other specialist and personnel and various agencies to achieve service delivery as required.
- g. Apply knowledge of basic professional practices and procedures relevant to counselling.
- h. Analyse and interpret findings relating to elements of specialist guidance and counselling work.
- i. Perform non-routine professional tasks, governed by established procedures, specific guidelines and standardised instructions.
- j. Apply theoretical knowledge of the relevant discipline of formal study to basic problems or minor phases of broader assignments.
- k. Participate fully in diocesan and school staff days and celebrations as appropriate.

Specific Duties

Counselling and Intervention

- a. Provide case management and counselling for individual student, groups of students and parents.
- b. Provide short-term counselling for students and assist parents with appropriate referrals for their child where ongoing counselling or other forms of support are needed.
- c. Assess and identify the level of need of students in crisis and provide appropriate interventions.
- d. Provide family liaison and support for issues associated with students.
- e. Liaise with, and work collaboratively with, relevant external agencies to ensure appropriate support for students and their families.
- f. Collect, consider and appropriately use confidential information involved with case management.
- g. Engage appropriately and productively in intervention teams and in processes to better the welfare of students.
- h. Provide short term individual counselling for staff relating to professional matters.
- i. Provide parent education relevant to the role.
- j. Maintain counsellor's offices and counselling resources in all schools attended.

Collaboration

- a. Conduct personal development/enrichment sessions for students, staff and parents.
- b. Work with others in reviewing policies and procedures at both school level and diocesan level.
- c. Attend and actively participate in Pastoral Care meetings, staff meetings and other meetings as may be requested, from time to time, by the school Principal or the Coordinator Counselling Services.
- d. Form good working relationships with staff at all levels in the school.
- e. In times of critical incidents, provide counselling services and advice relevant to the situation, working in conjunction with other counsellors and staff members as required.
- f. Provide specialised support in response to student protection issues and risk management, advising the school principal and Catholic Education Office staff as required by the Student Protection procedures.

Team responsibilities

- a. Develop team approaches to best provide counselling services.
- b. Communicate with staff members regarding information sharing and strategies to benefit students.
- c. Attend, and provide where required relevant information at meetings of teaching staff, all staff, pastoral staff and other relevant groups within the school.
- d. Assist in developing programs to present to staff and students, including preparing, facilitating and delivering (under appropriate supervision) class room sessions.

Professional

- a. Maintain professionalism and confidentiality in all areas of responsibility
- b. Maintain case files, including up to date case notes and all other relevant information
- c. Participate in annual staff appraisal.
- d. Participate in professional development and learning, supervision, and professional networks.
- e. Attend and participate in regular, ongoing clinical supervision as arranged.
- f. Maintain membership of an appropriate professional association, as agreed with the Coordinator Counselling Services.
- g. Participate in annual goal setting, monitoring of performance and review, and engage positively with constructive feedback.

Mandatory requirements

- Have a commitment to the ethos and values of Catholic Education
- Have relevant tertiary qualifications
- Have highly developed counselling skills
- a valid "positive notice blue card" issued under the Commission for Children and Young People and Child Guardian Act 2000 as amended from time to time

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

Employee Name (Please Print)

Signature

Date