

# POSITION DESCRIPTION

<b>POSITION</b>	SENIOR PRACTITIONER, SCHOOL, STUDENT AND FAMILY PROGRAM (SSFP)
<b>SERVICE</b>	FAMILY SERVICES

## DIMENSIONS

<b>LOCATION</b>	WITHIN ONE OF THE FOLLOWING REGIONS OF THE CATHOLIC DIOCESE OF WOLLONGONG ( <a href="#">MAP</a> ): <ul style="list-style-type: none"><li>- SHOALHAVEN</li><li>- ILLAWARRA</li><li>- MACARTHUR CENTRAL</li><li>- MACARTHUR WEST</li></ul>
<b>DIRECTLY ACCOUNTABLE TO</b>	MANAGER- SCHOOL, STUDENT AND FAMILY PROGRAM
<b>DIRECT REPORTS</b>	NIL
<b>REQUIRED PRE-EMPLOYMENT CHECKS</b>	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 Senior Practitioner is to provide service delivery to schools and support school counsellors via clinical supervision. The senior Practitioner will be responsible for attending critical incidents, filling gaps in service when required and facilitating group work programs. In addition, they will manage and deliver clinical supervision to school counsellors to ensure that they are working within professional codes of conduct and boundaries.

## POSITION REQUIREMENT

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This role works collaboratively with the Team Leader to ensure primary and secondary schools within the region are provided with a high-quality holistic provision of service. The Senior Practitioner 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. This role will also consult with the Team Leader to implement evidence-based practice, promote reflection on practice, and identify training and continuing developing needs.

## 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.

### 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 for both School Counsellors within designated region and own school(s).
- 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.
- Actively promote good clinical governance
- Design and facilitate group programs and other initiatives within schools of region
- Work on Family Services projects as required
- Work with Team Leader to advise on reflective practise topics and other areas of training beneficial to skill development and effective program service delivery.
- Manage clinical supervision for School Counsellors within allocated region, this includes delivering supervision session, documenting supervision sessions, as well regularly reviewing client files (file audit).

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- Provide coaching and mentorship to new counsellors within the organisation
- 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.
- 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.
- Provide leave coverage for Team Leaders as required
- 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

- Minimum of 5 years relevant industry 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

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- An unencumbered NSW drivers' licence and a vehicle for travel to their school
- Employees are required to be vaccinated in accordance with WH&S Policy 7 COVID-19 Vaccinations

## Skills

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

## Desirable

- Experience / knowledge of clinical supervision frameworks.

## ATTACHMENTS

Nil

**Date of Last Review:**

25 October 2021

