

POSITION DESCRIPTION

Position:	School Counsellor	Location:	TBA
Reports to:	Counselling Services Coordinator and relevant school Principal	Date:	JANUARY 2022
Classification:	as per RCE Counsellor with or without teacher qualifications schedule		
Status:	Full-time or Part-Time		
School/College:	TBA		
Employee Name:			

Mission

The mission of Catholic Education Office is inspired by the person and teaching of Jesus Christ, we serve the communities of the Catholic 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

The School Counsellor has a focus on facilitating initiatives which foster the development and mental health of all students, including those considered at-risk and those with special needs. This focus is achieved through collaboration with other staff members and by using a range of systemic interventions including individual student, parent, group, and class interventions. This leads to more equitable educational access, participation and outcomes for all students. The School Counsellor is a certified professional who works in partnership with the school by contributing specialised knowledge and skills in a collaborative, collegial manner. The purpose of the position is to:

- Contribute to the mission of Rockhampton Catholic Education by implementing evidence-based mental health promotion, prevention, and early intervention initiatives.
- Provide counselling services for school communities in order to promote and foster the wellbeing, mental health, successful school engagement and development of all students, and to work collaboratively with staff and parents in achieving this.

Qualifications

- as per CEDR Counsellor with or without teacher qualifications schedule

Duties

1. Counselling and Intervention

- Using professional knowledge and evidence-based practice to provide short-term counselling for students, including parent intervention and family support where appropriate.
- Plan, prepare and provide small group interventions for students relevant to need.
- Assist parents with appropriate referrals for their child where ongoing counselling or other forms of support are needed.
- In collaboration with other staff, provide direct input and support to the implementation of individual intervention plans (e.g., NCCD).
- Assist in providing information for staff to present sessions and/or programs to students.
- Assess immediate level of risk of students in crisis and provide appropriate crisis interventions, including referral to acute services where required.
- Liaise and work collaboratively with relevant external agencies to ensure appropriate support for students and their families.
- Provide professional support and advice to staff, parents, and students in relation to counselling, mental health, and wellbeing.
- Provide immediate support for staff in crisis and assist them to access the Employee Assistance Program (Working Well) or other appropriate referrals.
- In times of critical incidents, provide counselling services as required.
- Provide counselling support and follow up response to student protection risk management issues.
- Prepare for individual counselling sessions via assessment, case formulation and intervention planning.

2. Collaboration

- Support the educational, personal, social and emotional needs of students by contributing to whole-school systemic approaches to mental health and wellbeing.
- Provide in-service to staff as required.
- Progress diocesan and school priorities as appropriate to the position.
- Collaborate with school staff and others in providing a range of promotion and prevention activities for students relevant to identified needs.
- Attend and actively participate in staff meetings and other relevant meetings, diocesan activities and staff days as requested by the school Principal or the Counselling Services Coordinator/Counselling Support Officer.
- Establish and maintain good working relationships with Principals and staff at all levels.
- Maintain good knowledge and working relationships with relevant local external service providers.
- Participate in the development of critical incident procedures and contribute as a member of the critical incident response team as required.
- As a student protection contact respond to student protection and risk management issues in conjunction with Leadership, in-line with Student Protection guidelines.
- Balance confidentiality while communicating 'need to know' information with relevant staff members, as per CEDR Information Sharing Guidelines.
- As part of the school community, attend and actively participate in school retreats, camps, and other outside school hours activities as negotiated with school Principal and the Counselling Services Coordinator/Counselling Support Officer.

3. Professional

- a. Maintain professionalism and confidentiality in all areas of responsibility
- b. Maintain case files on Riskman, including up to date case notes and other relevant documentation including student protection reporting requirements.
- c. Participate in annual goal setting and staff performance and development processes.
- d. Maintain up to date evidence-based practices through research and participation in professional development and learning, as per Professional Development Guidelines.
- e. Attend and participate in regular, ongoing internal and external clinical supervision, both individual and group sessions, as per Supervision Guidelines.
- f. Be eligible for membership of an appropriate professional association, as agreed with the Counselling Services Coordinator/Counselling Support Officer.
- g. Engage in self-reflective practices and actively participate in quality assurance processes eg. feedback informed practice tools, practice observations, case note audits and case review, to provide counselling outcomes.
- h. Maintain counsellor office/s and counselling resources in relevant schools.

Additional duties at Accomplished 1 and above levels:

1. Provide mentoring and orientation for graduate, skilled and highly skilled counselling staff
2. Provide advice and support around complex case presentations to other counselling staff as required
3. Manage University student placements as per guidelines.
4. Provide reports to support and create personalised support plans (e.g., NCCD)
5. Prepare and deliver information sessions and/or programs for classroom or cohort groups
6. Prepare and deliver information sessions and/or programs for parents as required
7. Work with other staff in reviewing or creating new policies and procedures at both school and diocesan level.
8. Take a lead role in critical incident response processes, providing counselling services and advice relevant to the situation, across school and region.
9. Assist in the coordination of a team approach to counselling services where there is more than one counsellor at a school.
10. Support teaching staff utilising classroom observations, provide strategies, resources, and appropriate adjustments for identified students, in accordance with counsellors' scope of practice.
11. Provide psycho-educational and other assessments in specific circumstances as requested by the Counselling Services Coordinator/Counselling Support Officer.

In accordance with training and level of competence:

- a. Determine appropriate assessments for students in the educational context.
- b. Conduct and interpret psycho-educational assessments as part of the school's process.
- c. Interpret reports from other professionals.
- d. Utilise assessment data to provide planning and strategies to meet student needs.

Authority Limits

- Full authority is delegated to the role holder from the Director to produce the desired outcomes. Counsellors will operate within their fields of expertise, drawing on the necessary expertise of others for specific tasks.
- There is no authority to commit funds.

Reporting and Other Relationships

The Counsellor reports to the Counselling Services Coordinator/Counselling Support Officer for clinical matters and to the Principal on school specific requirements.

Mandatory requirements

- Have a commitment to the ethos and values of Catholic Education
- Have relevant tertiary qualifications (see outlined above)
- Maintain registration with relevant governing body (e.g., AHPRA, QCT)
- 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

Workplace Health and Safety responsibilities

Each staff member is responsible for ensuring his/her health and safety by:

- complying with health and safety instructions.
- taking action to avoid, eliminate or minimise hazards.
- making proper use of personal protective equipment.
- not wilfully placing at risk the health and safety of own self and others.
- seeking information and advice when necessary; and
- being familiar with hazard/accident/reporting and emergency evacuation procedures.
(Workplace Health and Safety Act, Qld)

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

Employee Name (Please Print)

Signature

Date