



EDUCATION SUPPORT - COUNSELLOR POSITION DESCRIPTION

The Counsellor is accountable to the Principal. The Counsellor is responsible for providing the College community with high quality generalist counselling and case management services.

Organisational Relationships

- This position is directly responsible to the Principal via the Directors of Students (P-4), (5-8) and (9-12).
- A member of the Student Services Department.

Key Accountabilities

- Provides a counselling service and undertakes individual support where appropriate to students and families of the College community.
- Participates in the development and implementation of relevant College policies, procedures and programs with a focus on enhancing the wellbeing of the students and school community, particularly those at risk.
- Establishes and maintains links with relevant community support agencies, allied professionals and school networks with a view to optimizing services available for students that focus on primary prevention, early intervention and continuity of care.
- Consults with the Directors of Students (P-4), (5-8) and (9-12) in developing and implementing a range of professional learning programs for staff and a whole school approach that focuses on student wellbeing and resilience.
- Acts as a consultant to teachers and families on matters relating to student wellbeing and development.
- As directed by the Principal and/or Directors of Students (P-4), (5-8) and (9-12), carry out any other duties deemed to be within the incumbent's skill, competence and training.
- Ensures that effective customer service and support is provided at all times when dealing with parents, students, staff, contractors and the general public.
- Attends and supports College activities such as Open Days, Information Evenings, Camps and Staff Conferences as required. From time to time these may occur outside normal working hours.
- Works collaboratively with staff, students and families.

Necessary Skills and Attributes

- Demonstrates an understanding and acceptance of the Marymede Catholic College Vision and Mission Statements and the values that underpin them.
- Demonstrates respect for and commitment to the educational philosophy of Marymede Catholic College.
- Able to liaise effectively with staff, students and families at all levels.
- Has an excellent level of written and verbal communication skills.
- Professionalism and confidentiality upheld at all times.
- Able to prioritize a range of tasks and manage time effectively to meet agreed deadlines.
- Demonstrates an ability and drive to comply with Marymede Catholic College's standard processes and policies.
- Ensures that effective customer service and support is provided at all times when dealing with parents, students, staff, contractors and the general public.
- Demonstrates professionalism, diplomacy and integrity at all times with committed support to the Principal, College Executive and other staff members in keeping with the College values.

Key Selection Criteria

Essential

- Full registration as a Counsellor with relevant State Government authorities.
- Experience in the development and implementation of programs, policies and procedures for students and the College community.
- Experience working with children and adolescents and their families in an educational or alternate setting.
- Excellent interpersonal skills especially relating to young persons and their families.
- Ability to work independently and as part of a team.
- Satisfactory Police Check and Working with Children Check.

Preferred Qualifications

- Prior experience in a Primary and Secondary School environment would be an advantage.
- Post graduate qualifications in Counselling, Social Work or Family Therapy.
- Knowledge of the Victorian Education system and current issues in the education of girls or boys.

Review

- This position will be reviewed on an annual basis.

Health & Safety

All staff are expected to:

- Adhere to and implement safe work practices and procedures in accordance with the MmCC policies.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.
- Participate when required in the resolution of safety issues.

Other Specific Duties

As required by the Principal and as outlined in the Certified Agreement VCEMEA 2013.

Salaries and Conditions:

- Salaries and conditions are set by the *Victorian Education Multi Employment Agreement 2013*. The position would be recompensed according to the scale for a full time Education Support Staff, Category C, at Level 4 or 5 depending on experience and qualifications.
- The Psychologist/Counsellor is entitled to seven (7) weeks Annual Leave in consultation with the Principal.
- Finishing dates for the end of each year will be in consultation with the Principal and may vary from year to year.