

Position Description – Social Worker/Counsellor

POSITION OBJECTIVE

The Social Worker/Counsellor actively supports students, who are facing a range of barriers to learning, to achieve their educational and developmental potential by providing a range of strategies and specialised support at the individual, group, school and family levels.

The Social Worker/Counsellor works in collaboration with the Wellbeing Team in the school, which comprises the Deputy Principal – Student Wellbeing, Director – Student Services, School Psychologist, Student Wellbeing Coordinators, and the Learning Diversity Coordinator.

This position reports to the Deputy Principal – Student Wellbeing.

STATEMENT OF DUTIES

Students

- Provide confidential individual and group counselling intervention to students.
- Provide comprehensive and transparent case management to students:
 - Communicate with all services working with the young person and their family
 - Conduct home visits as required
 - Request and follow up legal documents for families and share with Wellbeing and administration teams
- Assess, plan and intervene in wellbeing programs for students with specific social, emotional and education needs who are at risk of disengaging from school.
- work in collaboration with services within the community to identify and intervene early with children and young people who have additional needs or are at risk of disengagement
- target the delivery of individual support services to those who require specialised expertise, assessment and intervention in order to overcome barriers to learning
- respond to emerging student wellbeing needs and contribute to identified school and community priorities
- respond to critical incidents involving students, staff and school communities
- facilitate and strengthen partnerships between and the College, childhood services, community organisations, and health, family, child, mental health and youth services in order to provide greater options and coordinated service provision for children, young people and their families.
- Work proactively with students by promoting mental health, physical, and social awareness.



	<ul style="list-style-type: none"> • Refer students and families to external agencies when necessary. • Identify the need for preventative programs via consultation with students and staff and liaise with staff about program initiatives, which can support students' personal development as needs arise.
Families	<ul style="list-style-type: none"> • Engage with families to support their child and strengthen home-school partnerships, including conducting home visits. • Support and assist parent/guardians of students by providing a consultation service, by suggesting developmentally appropriate strategies and techniques for managing students' needs and by providing information on referral agencies and liaising with other stakeholders when required
External agencies and professionals	<ul style="list-style-type: none"> • Collaborate with key stakeholders to design personalised plans for students • Liaising with external agencies and professionals to enhance student support
Staff	<ul style="list-style-type: none"> • Provide appropriate advice to teachers regarding the impact that a student's situation may have upon their learning and suggest strategies to promote the students wellbeing and prevent disengagement, particularly primary prevention and early intervention. • Develop the capacity of staff within the College to meet the needs of children and young people who are disadvantaged or vulnerable, to enable them to achieve successful education and wellbeing outcomes. • Support and advise teaching staff, assisting them to develop strategies for working with students, which promote and ensure their wellbeing. • Liaise with the Principal, Deputy Principals, Director – Student Services, Student Wellbeing Coordinators, Educational Support Coordinator, other student wellbeing colleagues and individual teachers concerning the needs of specific students when required. • Liaise and consul with student wellbeing colleagues on a regular basis.
Working with key stakeholders	<ul style="list-style-type: none"> • Identify and report risks and, where possible, propose appropriate mitigation strategies. • Meet regularly with members of the Wellbeing team to address referrals, student issues, professional learning and specific issues that arise. • Meet regularly with the Wellbeing team and other College committees as requested that work on the development of policies, programs and practices concerning student wellbeing. • Represent the College at meetings and seminars involving counselling and student wellbeing as required.



	<ul style="list-style-type: none"> • Take an active role in crisis prevention and management • Attend Parent Information Nights as required. • Participate in parenting programs, seminars and arrangements for guest speakers as required.
Accountability	<ul style="list-style-type: none"> • Responsible to the Principal of CRC North Keilor, and to the Australian Association of Social Workers (AASW) • Attend professional supervision • Maintain confidential client records • Commit to undertaking professional development in accordance with the AASW Continuing Professional Development Policy. • Provide data on key issues requiring counselling support
Child Safety	<ul style="list-style-type: none"> • Be involved in the Mandatory Reporting process or support a staff member to make mandatory report, as required. • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety • Assist in the provision of a child-safe environment for students • Demonstrate duty of care to students in relation to their physical and mental wellbeing
Professional Development	<ul style="list-style-type: none"> • Commit to ongoing professional development in your area of work • Be open to researching areas of interest relevant to directions provided in the school's strategic plan • Continue development of ICT skills as technologies evolve • Be an active member of a relevant professional association as duties permit
General Duties	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures • Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal • Demonstrate professional and collegiate relationships with colleagues • Other duties as directed by the Principal

SELECTION CRITERIA

Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos of a Catholic school and its mission
Commitment to Child Safety	<ul style="list-style-type: none"> • Experience working with children • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • Be a suitable person to engage in child-connected work



	<ul style="list-style-type: none"> • Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a Australian Police Record Check
Education and Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Qualification in Bachelor of Social Work; Bachelor of Youth Work; Bachelor of Psychology; Bachelor of Counselling; or higher • Member of the Australian Association of Social Work (AASW) Code of Ethics and Standards for School Social Work practice • Maintains current knowledge of federal and state laws and regulations and abides by said laws and regulations with emphasis on persons with disabilities, child welfare, mental health, confidentiality, and student and parent rights • Maintains accurate case records and documentation; and • Demonstrated experience and knowledge in the management of emotional, developmental and mental health concerns relevant to adolescents • Approachable and professional therapeutic style • Experience and knowledge in a range of counselling methods • Demonstrated ability to work autonomously and as part of a team • The ability to respond effectively in managing a crisis
	<p>Desirable:</p> <ul style="list-style-type: none"> • Experience working in a secondary school context and counselling people from a variety of cultural backgrounds
Skills/Attributes	<ul style="list-style-type: none"> • Experience in the initiation, development and implementation of programs, procedures and policies that foster resilience in young people and address their social, emotional and educational needs • Excellent interpersonal and communication skills • Good oral and written communication skills, including a demonstrated ability to deliver a comprehensive service to students, parents/guardians and the school community • High level of confidentiality and discretion • Highly developed counselling skills and experience in counselling adolescents presenting with a range of issues • Experience in policy development and policy writing skills, with strong attention to detail • Ability to develop and maintain strong working relationships with key stakeholders, and liaise effectively with a wide range of people within the education and wider community • Ability to work as part of a team • Proven capacity to work independently • Sound organisational skills including strong attention to detail • Proven time-management skills



	<ul style="list-style-type: none"> • Self-motivation • Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions • Ability and willingness to accept policy directives • Maturity
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Approved by:	
Date:	20 November 2019

