

## Position Description

# Counsellor

<b>Purpose of position</b>	The Counsellor is responsible for providing the College community with high quality, short-term counselling services.
<b>Staff Team</b>	Counselling Team
<b>Reporting to</b>	Reports to Director of Counselling P-12
<b>Location</b>	Marymede Catholic College: - 60 Williamsons Road, South Morang - Cookes Road, Doreen (as of 2023)
<b>Classification</b>	Education Support Officer Level 4, Category C
<b>Salary and benefits</b>	<ul style="list-style-type: none"> <li>Salaries and conditions are set by the Victorian Catholic Education Multi Employment Agreement 2018. The position would be recompensed according to the scale for a full time Educational Support Category A depending on experience and qualifications.</li> <li>Finishing dates for the end of each year will be in consultation with the Principal and may vary from year to year.</li> </ul>
<b>Commencement date</b>	<ul style="list-style-type: none"> <li>As soon as is possible, however, can be January 2023</li> </ul>
<b>Employment conditions</b>	<ul style="list-style-type: none"> <li>Full-time Ongoing</li> <li>Hours of employment are: 8.00am to 4.06pm, Monday to Friday, 30-minute lunch break.</li> </ul> <p>The successful applicant will:</p> <ul style="list-style-type: none"> <li>be subject to a satisfactory National Police Record Check and Employee Working with Children Check</li> <li>provide acceptable evidence of being fully vaccinated (boosted) with a COVID-19 vaccine or a valid medical exemption in accordance with the <i>Pandemic COVID-19 Mandatory Vaccination (Specified Facilities) Order 2022</i> and the MACS COVID-19 Mandatory Vaccination Policy, as in force at the relevant time</li> </ul> <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
<b>Qualifications and experience</b>	<p>Relevant experience in working with students to achieve positive student wellbeing outcomes.</p> <p>Marymede Catholic College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications</p>

	from all qualified people. When required, we make reasonable adjustments to accommodate our people.
--	---

## Key duties and responsibilities

### Key Duties and Responsibilities:

- Provides students with high quality, short-term counselling intervention
- Maintains clear and coherent electronic case notes in clinical systems
- Appropriately determines where external referrals may be required
- Meets regularly with Director of Counselling P-12 to discuss student case load
- Attends and actively contributes to weekly Counselling Team meetings
- Works collaboratively within the Counselling Team to create positive student wellbeing outcomes
- Participates in the development and implementation of Counselling Team policies, procedures, and programs
- Supervises the secondary student Wellbeing Space as required
- Engages in regular clinical supervision and professional development opportunities
- Responds to students at risk and effectively plans for student safety
- Facilitates therapeutic groups based on common wellbeing needs of students
- Provides consultation and recommendations to parents and families as required
- Establishes positive partnerships with external agencies, school networks and allied health professionals
- Works in collaboration with the Learning Diversity Team to support students with additional needs
- Provides staff with secondary consultation and strategies to enhance student wellbeing and learning
- Works collaboratively with the wider college community including staff, students, and families
- Attends College open days, information evenings, camps and staff conferences as required

### Skills & Attributes

#### *Essential:*

- Full registration as a Counsellor with Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA)
- Ability to work independently and as part of a team
- Comprehensive understanding of informed consent, confidentiality, and its limits within the school context
- Ability to prioritise a range of tasks and manage time effectively to meet agreed deadlines
- Excellent written and verbal communication skills
- Ability to receive feedback and seek support as required
- Excellent interpersonal skills in working with children, adolescents, and families
- Maintains ethical standards and professionalism when working with students and families
- Satisfactory Police Check and Working with Children's Check
- Understands and adheres to current Victorian Child Safe Standards
- Demonstrates understanding and acceptance of the Marymede Catholic College Vision and Mission Statements and the values that underpin them

#### *Preferred:*

- Prior experience working with children and adolescents and their families in an educational or alternate setting

- Knowledge of the Victorian education system and current issues relating to student wellbeing and learning
- Post-graduate qualifications in Counselling and Psychotherapy or relevant fields
- Other duties as outlined by the Principal consistent with the skills and experience required for this position

## Key selection criteria

- Appropriate qualification in Counselling and current registration/or ability to register with PACFA or ACA
- An understanding of the mission of a Catholic school and the implications for the work of a College Counsellor in this context
- Demonstrated experience in counselling children and adolescents with regard to their wellbeing and learning outcomes
- A demonstrated ability to work with other wellbeing staff to determine optimal interventions for individual students
- A demonstrated understanding of child and student safety, and the appropriate obligations and behaviours when engaging with students.
- Demonstrated experience in referring to, and collaborating with external agencies
- Excellent interpersonal, communication and negotiation skills
- Ability to have a positive influence on the culture of the College through a collaborative and curious disposition

## Child Safety Requirements

Marymede Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Marymede Catholic College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at Marymede Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

**Position description updated:**

October 2022