

ROLE DESCRIPTION

College Counsellor

POSITION	College Counsellor
RESPONSIBLE TO	Principal
CLASSIFICATION	Education Support Officer – Category B
EMPLOYMENT TERMS	<ul style="list-style-type: none"> • Employment is in accordance with terms and conditions as outlined in the Victorian Catholic Education Multi-Employer Agreement (VCEMEA 2018) • Remuneration is in accordance with the VCEMEA 2018 and dependent on skills and experience
PREPARED BY	Principal Deputy Principal Wellbeing
ISSUE: 03	DATE: October 2018

All staff members of Siena College are expected to support and promote the College's mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

The role of the Student Counsellor is to provide professional counselling to Siena students (Years 7-12) and their families. The counselling team at Siena College plays an integral role in the support services and student wellbeing initiatives in the College.

As well as providing confidential counselling for students and their families, the Counsellors provide advice and professional learning for staff which may include issues relating to individual students and families, mental health issues in relation to learning and behaviour in the classroom, and mental health issues in general. The College Counsellors do not provide counselling for staff. Counselling and support for staff is available via an Employee Assistance Program.

The Student Counsellors work closely with the Deputy Principal Wellbeing and Heads of Student Wellbeing and play a key role in the development of a safe and supportive environment which promotes the learning and wellbeing of all students.



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The Counsellors are committed to the vision and values of Siena College as articulated in the College's Mission Statement and Strategic Plan.

1. Students and families

- 1.1. Clinical assessment of students
- 1.2. Counselling for students and their families. If long-term psychological treatment is required, students are referred to external providers
- 1.3. Liaison with outside agencies and professionals as appropriate

2. Liaison and Consultation

- 2.1. Consultation with Siena Staff regarding the mental health and wellbeing of students
- 2.2. Participation in support teams providing individual programs for students
- 2.3. Liaison with external mental health professionals and agencies
- 2.4. Consultation and advice to the College regarding mental health, adolescent development and wellbeing

3. Student Wellbeing

- 3.1. Collaboration with Deputy Principal Wellbeing, Heads of Student Wellbeing and teaching staff
- 3.2. Membership of the College Wellbeing Committee chaired by the Deputy Principal Wellbeing
- 3.3. Assistance with the development and implementation of student wellbeing programs
- 3.4. Presentations as required to students, staff and families
- 3.5. Development and facilitation of initiatives funded through the National Chaplaincy Program

4. Administration

- 4.1. The maintenance of accurate, secure and confidential case files and statistics

5. Professional Development

- 5.1. Participation in regular supervision
 - 5.2. Commitment to ongoing professional development
 - 5.3. Demonstration of professional standards of practice in accordance with the relevant professional association of the counsellor
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6. Knowledge and Skills

- 6.1. Highly developed counselling and assessment skills
- 6.2. Extensive experience in working with adolescents and their families
- 6.3. Excellent understanding of mental health issues which confront adolescents, their families and schools
- 6.4. Effective communication and negotiation skills with a range of people including students, parents and guardians, staff and external professionals
- 6.5. Ability to work collaboratively in professional teams
- 6.6. Understanding of legislation and experience in the implementation of relevant Acts of Parliament relating to child protection and Child Safety
- 6.7. Ability to maintain appropriate professional confidentiality within a school context
- 6.8. Ability to maintain accurate records according to professional guidelines
- 6.9. Understanding of and support for the principles of Restorative Practice

7. Qualifications

- 7.1. Social worker: Accredited membership or eligibility for accredited membership of the Australian Association of Social Workers (AASW)
- 7.2. or Psychologist: Full registration with the Psychology Board of Australia, and preferably with an endorsed area of practice
- 7.3. Post graduate qualifications in Family Therapy (optional)

8. General accountabilities for all Staff

- 8.1. Demonstrate duty of care to students in relation to their wellbeing
 - 8.2. Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
 - 8.3. Adhere to the College's professional dress code for staff
 - 8.4. Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
 - 8.5. Demonstrate professional and collegial relationships with colleagues
 - 8.6. Commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning as required
 - 8.7. Demonstrate alignment and support for the Catholic and Dominican ethos of the College
 - 8.8. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
 - 8.9. Be familiar with and comply with all College policies and procedures
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