

## POSITION DESCRIPTION

# SCHOOL COUNSELLOR

DEPARTMENT	ECG Secondary College
REPORTS TO	Principal
DATE	December 2023
POSITION OBJECTIVE	To provide direct counselling support and other intervention services for students identified as at-risk and/or experiencing or demonstrating mild to moderate mental health needs.
Achievement of the position objective will be reviewed against key performance indicators in the annual appraisal and review process and as required	

**Our Values** are reflected in our commitment to:

- ★ *Integrity*
- ★ *Inclusion*
- ★ *Quality*
- ★ *Collaboration*
- ★ *Safety*

*Community College Gippsland (CCG) is a child safe organisation with zero tolerance for child abuse and is committed to the safety and wellbeing of all students. CCG supports and adheres to Child Safety Standards.*

*United we belong. Together we thrive.*

*The CCG community welcomes people from all backgrounds, abilities, and identities. We are enhanced by our diversity and learn through inclusion, respect and understanding.*

*At CCG we:*

- *Provide a safe and inclusive environment that is free from discrimination.*
- *Empower students and harness their uniqueness through voice and agency.*
- *Ensure equal employment opportunities for all and encourage the participation of underrepresented staff.*
- *Celebrate the differences of our people and recognise their unique contributions to our community.*

## SCOPE OF THE ROLE

The School Counsellor will coordinate and provide support to students to help manage student health and wellbeing and embed mental health promotion and prevention programs and strategies in the school.

## RESPONSIBILITIES

- Deliver professional support services, including direct counselling for students with a range of mental health issues, applying sound theoretical knowledge and practical expertise.
- Plan and implement evidence-based intervention strategies for students with complex needs including collaborating with families, other professionals, and agencies when appropriate, and managing the associated risks.
- Liaise with external service providers where necessary to provide support to students.
- Work collaboratively to contribute to policies and operational practices that will guide the work of others, including other school Wellbeing staff and Teachers.
- Provide leadership and professional learning to others, such as Teachers and other school Wellbeing staff, to build the capacity of the schools to improve students' learning and developmental outcomes.
- Maintain professional competence and continued professional learning, including attending professional development activities throughout the year.
- Meet relevant policies and legislative requirements in relation to student health information privacy.
- Contribute to the safety of all students by adhering to the Child Safe Policies, Procedures and Codes of Conduct to ensure all students with CCG are in a culturally safe and inclusive learning environment. CCG is a child safe organisation with zero tolerance for child abuse and is committed to the safety and wellbeing of all students. CCG supports and adheres to Child Safety Standards.

## KEY PERFORMANCE INDICATORS

- Demonstrate, by personal behaviours, the values of CCG.
- KPIs to be developed.

## KEY SELECTION CRITERIA

- Demonstrated experience in assessing, conceptualising, and analysing wellbeing issues, and providing evidence-based direct counselling for a range of mental health issues.
- Demonstrated experience in planning and implementing evidence-based intervention strategies for students with complex needs.
- Demonstrated ability to input into the development, implementation, and evaluation of policies and strategies relating to mental health and wellbeing.
- Highly developed communication, networking, and interpersonal skills including the ability to liaise effectively with a wide range of people.
- Ability to provide leadership and professional learning that informs and influences the work of others involved in the engagement and wellbeing of children and young people.
- Clear understanding of legislative requirements regarding privacy of health information.
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children.

## ORGANISATIONAL FUNCTIONS

- Actively participate in and comply with the Health and Safety systems, policies and emergency procedures in place throughout the organisation including;
  - Promptly and accurately reporting all hazards, accidents, incidents, and near misses.
  - Ensuring safe use and maintenance of equipment including PPE for self and students.
  - Maintaining a current knowledge of emergency evacuation procedures for all relevant campuses and participating positively in drills and training sessions.
  - Make recommendations for improvements in health and safety.
- Be aware of and participate in strategic planning processes including making suggestions for improvements.
- Actively work with colleagues to build positive relationships and teamwork across the whole organisation.
- Perform other duties as requested, in a timely, professional, empathetic, accurate manner and in accordance with Community College Gippsland Policies and Procedures.

## MANDATORY REQUIREMENTS

- Professional Registration with APHRA or AASW
- Clear Police Check
- Clear Working with Children Check
- Current Victorian Drivers Licence

## QUALIFICATIONS

### Required

Tertiary qualification/s in a relevant field with appropriate post-graduate qualification/s (such as mental health accreditation):

- Psychology
- Social Work
- Occupational Therapy
- Nursing

### Desirable

- For Mental Health Nurse applicants, hold a Mental Health Nurse Credential and membership with the Australian College of Mental Health Nurses.
- For Occupational Therapist applicants, hold a Better Access to Mental Health endorsement.
- For Psychology applicants, specialisation in education and/or developmental psychology.

## FUNCTIONAL RELATIONSHIPS

### Key Internal

Students  
Wellbeing Staff  
Teachers  
Principal

### Key External

Support Agencies  
Families/Carers/Guardians

**DECLARATION:**

I have read, understand, and accepted the above Position Description.

I understand that the Roles, Functions and Key Performance Indicators in this Position Description, form part of the Community College Gippsland Contract of Employment.

Signed: \_\_\_\_\_

Date:

Name: