



Position Description

TITLE:	COUNSELLOR – CROSS CAMPUS
Report to:	Senior Psychologist – Team Leader
Days of Work:	Monday - Friday
Hours of Work:	8.00am-4.00pm
Category:	Education Support Category B

All staff are expected to commit to the vision and values of St Francis Catholic College (the College) and carry out the role in a manner that reflects the vision and values articulated in the College Mission Statement in accordance with the School Implementation Framework (SIF) and the College Annual Action Plan (AAP).

STATEMENT OF DUTIES	
Commitment to Catholic Education	• Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan and House Charisms. • Demonstrate an understanding of Church teachings and the staff members' role in the mission of the Church. • Demonstrate ability to help students understand and appreciate Catholic teachings through personal example. • Demonstrate a commitment to Franciscan education informed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	• Be familiar with and comply with the College Child Safety 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. • Actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Demonstrate ability to provide a duty of care for students in relation to their physical and mental wellbeing. • Maintain currency with legal obligations in relation to child safety - mandatory reporting and reportable conduct.
Duties and Responsibilities	• Collaborate across campus to ensure a One school Two Campus consistent approach to the delivery of the Program. • Provide evidence-based psychological intervention to individuals and small groups.

STATEMENT OF DUTIES

- Develop an excellent rapport with students with a range of needs and disabilities.
- Maintain accurate, current, and complete records of counselling services as soon as practicable after a service is provided.
- Utilise psychological expertise and work in consultation with staff and student support services to maximise educational and wellbeing outcomes for students.
- Work collaboratively with Senior Psychologist, Leadership, House Leaders, external services, and parents/carers.
- Respond as part of a team to assist in critical incidents at the College.
- Conduct risk assessments; develop and assess safety and support plans.
- Refer students and/or their families and carers to external services as needed.
- Develop and deliver data-informed wellbeing interventions and programs to students.
- Provide professional learning to build the capacity of College staff and families and assist in College-wide approaches including curriculum development and student learning and wellbeing programs.
- Maintain professional competence and professional learning.
 - Familiarity with College policies and procedures
 - Commitment to ongoing professional development
 - Participate in regular peer consultation and supervision
- Participate in scheduled performance appraisals; further training and skills development identified for ongoing performance in the role.
- Continue the development of ICT skills as technologies evolve.
- Work effectively as part of a team, sharing observations and expertise, cooperatively implementing programs, and providing mutual support.
- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Maintain currency of first aid, mandatory reporting, and anaphylaxis training.
- Demonstrate duty of care to students concerning their physical and mental wellbeing.
- Attend regular administrative meetings (College staff and colleagues) as appropriate to role.
- Other duties as directed by the Principal.

SELECTION CRITERIA	
Commitment to Catholic Education	• Demonstrated capacity to model the ethos of a Catholic school and its mission, in particular, the Franciscan Charism. • Demonstrated understanding of Church teachings and the staff members role in the mission of the Church. • Demonstrated ability to help students understand and appreciate Catholic teachings through personal example. • Demonstrated commitment to Franciscan education informed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	• Demonstrated understanding of child safety. • Experience working with children, demonstrating understanding of appropriate behaviours when engaging with children. • Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Familiarity with legal obligations relating to child safety including mandatory reporting and reportable conduct. • Demonstrated capacity to promote a duty of care for students in relation to their physical and mental wellbeing.
Skills and Experience	• Demonstrated experience working with young people and parents/carers in a College setting. • Demonstrated knowledge and application of evidence-based interventions. • Previous experience in supporting and advising in student protection issues, critical incidents and managing risks. • Demonstrated awareness of ethical and legal issues regarding a counselling role, including confidentiality; informed consent; mandatory reporting; referral pathways and record keeping. • Demonstrated ability to work as part of a team. • Demonstrated interpersonal and cultural competency skills to build rapport and safety with students and families. • Demonstrated excellence in oral and written communication skills, with the ability to collaborate effectively with students, parents/carers, and the College community. • Demonstrated understanding of appropriate behaviours when engaging with students. • Demonstrated organisational and administrative skills. • Demonstrated ability and willingness to accept policy directives. Essential: • Registered with relevant professional organisation e.g., Australian Counselling Association etc. • Current Victorian Working with Children. • Current Police Check. • CPR qualifications (training provided).

SELECTION CRITERIA	
	Desirable • Demonstrated experience in the use of ICT. • Current valid driver's license, and willingness to travel between campuses. • Current First Aid qualification.