

Wellbeing Counsellor

POSITION DETAILS

Position Title:	Wellbeing Counsellor
Department:	Wellbeing
Classification Level:	Education Support Level 1 – Range 3
Time Fraction:	0.6 (22.8 hrs per week)
Contract Tenure/Employment Type:	Parental Absence Vacancy
Superannuation:	12%
Location:	Warrnambool College – Grafton Road

This position is funded through Mental Health menu funding, and there may be flexibility to increase the FTE, subject to funding availability and the successful applicant's skills and experience.

Note that probation periods of three or six months apply to all positions. Appointment to the College will be subject to satisfactory police check and Working with Children Check.

ABOUT THE ROLE

PRIMARY PURPOSE AND OBJECTIVE OF THE POSITION

The Wellbeing Counsellor provides counselling, wellbeing and support services to students, staff and families. The counsellor liaises with the Department, community groups and agencies to provide support and advice to students, staff and families. The position requires strong interpersonal and communication skills. The counsellor must be able to relate to, and interact with, a wide range of clients, service providers and Departmental staff while maintaining client confidentiality, with the welfare of the students as the prime focus of the position.

CLASSIFICATION CONTEXT AND TASK LEVEL

- Delivers care through various health, counselling, wellbeing and therapeutic services to a school(s).
- Assesses student needs and delivers a range of services within generally defined parameters.
- Provides standard professional services independently within defined organisational parameters, with professional support and guidance that is close at hand.
- Provides standard clinical professional services to students within the parameters of school policy and guidelines and the standards set by the relevant registration body.
- Provides professional reports requiring in-depth factual analysis, including assessments and recommendations for consideration by others.

- Retains accountability for individual practice.
- Contributes to policy development within the school.
- Contributes to and/or conducts training and instruction to school colleagues within the professional field and individual scope of practice.
- Explains professional concepts and approaches to students, stakeholders, colleagues and staff.
- Facilitates individual or group programs for students.

QUALIFICATIONS AND KEY RESPONSIBILITIES

Minimum qualification is one of the following:

- An undergraduate bachelor's degree or master's degree in social work to be eligible for accreditation with the Australian Association of Social Workers.
- A university degree of Bachelor of Counselling or Master of Counselling; and is a practising member of either the Australian Counselling Association or the Psychotherapy and Counselling Federation of Australia.
- Current Level 2 First Aid & CPR qualifications (or willing to obtain as soon as possible)

- Provide standard professional services independently within defined organisational parameters.
- Provide operational leadership and strategic planning with respect to professional service delivery.
- Influence management and other professional colleagues with respect to strategies.
- Provide complex professional reports requiring in-depth factual analysis, including assessments and recommendations for consideration by others.
- Conduct training and instruction to school colleagues within the professional field.
- Provide standard clinical professional services to students within the parameters of school policy and guidelines.
- Explain professional concepts and approaches to clients, stakeholders, colleagues and staff.
- Facilitate individual or group programs for clients.
- Apply sound theoretical knowledge and practical expertise.
- Support Triage and First Aid as required (current Level 2 First Aid CPR qualifications preferred, otherwise willing to obtain these qualifications shortly after commencement in the role)

REPORTS TO

The Wellbeing Counsellor is part of the Wellbeing team whose responsibility is to work cooperatively as part of a team, ensuring a productive and efficient workplace, working towards the objectives of the Warrnambool College Strategic Plan.

This position works closely with the Principals and Year Level Leading Teachers and has line management to the Wellbeing team leader and Principal class.

DUTIES AND RESPONSIBILITIES

Wellbeing & Counselling

- Work alongside the Wellbeing Team in an effective, professional manner.
- Rotate through the First Aid & Triage position as per the roster and on as needed basis.
- Work with disengaged students.
- Mediate between teaching staff and students.
- Support students with issues such as building self-esteem and confidence, family conflict, homelessness, drug and alcohol use, relationships, life skills, education, and employment.
- Plan, organise and run programs to assist students in building positive skills.
- Work with individuals and small groups; provide advocacy and support access to food, shelter and clothing.
- Assist teachers to build relationships with students.
- Provide parent support (including communication with parents/carers where relevant).
- Keep accurate written records of activities and client contact while maintaining security and confidentiality.
- Provide welfare and counselling to teenagers and adults across a wide range of issues.
- Work as part of a multi-disciplinary team to provide the best outcomes for students and families.
- Provide an understanding of the needs of teenagers and their families across a wide range of issues.
- Work in partnership with welfare agencies and external support providers across a wide range of needs.
- Communicate with a wide range of people and agencies.
- Refer to other professional services when issues are complex or specific.
- Coordinate delivery of a range of support services across the school.
- Determine work priorities, schedule and approach within the overall school and strategic planning.
- Communicate with relevant staff and senior management when needed.
- Liaise with senior management with respect to all critical cases of student/staff wellbeing.

	Jointly develop wellbeing processes and policies to be consistently implemented by the Wellbeing Team.
Administration	- Liaise with line manager to undertake relevant staff professional development and training. - Commit to access and equity principles in carrying out work functions. - Maintain a healthy and safe working environment. - Other duties as directed by the Principal.

This position description describes in general terms the normal duties which the Customer Service Officer is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility associated with the position.

Victorian Government Schools are child safe environments. Our school actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at <http://education.vic.gov.au/about/programs/health/protect/Pages/chilsafestandards.aspx>