



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

COLLEGE COUNSELLOR

Title	College Counsellor
Classification	Full-time, ongoing
Appointment	Commencing from January 2023
Reports to	Principal and Deputy Principal Wellbeing
Conditions	Victorian Curriculum Education Multi Enterprise Agreement 2013

Purpose of the position

As an integral member of the Wellbeing Leadership Team the role of the College Counsellor is to provide specific support and guidance to individual members of the Catholic Regional College Caroline Springs Community with an emphasis on student support.

Key Responsibilities

1. Provide guidance, assessment and counselling for a range of mental health, emotional and family issues. This involves:
 - Familiarity and experience with evidence-based group programs for mental health issues and resilience building
 - An understanding of when to appropriately refer to an external professional
 - Working and liaising with families.
 - Knowledge and understanding of mental health and developmental issues and their relationship to child and adolescent development
 - Comprehensive understanding of self-harm and risk assessments and appropriate responses.
2. Play a significant role in the development and delivery of evidence-based interventions and wellbeing programs:
 - Familiarity of evidence-based programs
 - Willing to work collaboratively with staff members on the development of preventative programs
 - Recognise trends emerging in the school community and plan co-ordinated proactive initiatives
 - Consult with relevant staff regarding management of individuals, groups and events
3. Participate as a member of the College staff:
 - Participate in the school community as required, within the limits of ethical boundaries
 - Attend Wellbeing Leadership Team meetings, staff and other meetings
 - Participate in school events eg. Parent Information Evenings,
 - Parent Teacher Interviews, Sports carnivals, faith days and masses



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4. Collect, collate and maintain student information and records to meet legislative and school requirements, such as:
 - Storing and maintenance of individual records, files and notes
 - Collection, collation and maintenance of practice related data, e.g. caseload, trends, presenting issues
 - Informing relevant staff of current referral issues and suggest strategies to manage these.
5. Assist the College and the organisation in their response to critical incidents and emergencies. This can require:
 - Knowledge of current evidence on management of traumatic incidents
 - Assisting with school wide management of, and response to, critical incidents and emergencies.
6. Maintain professional competence and continued professional learning
 - Continuing professional development
 - Peer consultation and supervision.

Commitment to Child Safety

1. Experience working with children
2. A demonstrated understanding of child safety
3. A demonstrated understanding of appropriate behaviours when engaging with children
4. Familiarity with legal obligations relating to child safety (e.g. mandatory reporting)
5. Be a suitable person to engage in child-connected work

Qualifications/Registration:

Essential:

1. Must be fully registered with the Australian Health Practitioners Registration Agency, Psychology Board of Australia
2. Working with Children Check and Current Police Check

Desirable:

1. Eligible for membership of the Australian Psychological Society
2. Eligible for membership of the College of Educational and Developmental Psychologists
3. Demonstrable understanding and experience in the area of Positive Psychology
4. Background in educational and developmental psychology
5. Experience working in a school setting with adolescents.



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Key Selection Criteria

- A proven commitment to Catholic Education and faith development
- An understanding and acceptance of the College ethos of Live Fully Act Justly
- An excellent understanding of wellbeing issues pertaining to young people
- A proven commitment to supporting the wellbeing of students
- A knowledge of programs and agencies that support the wellbeing of students
- Sound leadership, organisational and administrative skills
- Highly developed interpersonal skills and the ability to liaise and communicate effectively with people at all levels and from varying backgrounds
- Ability to work collaboratively and facilitate dynamic teamwork
- A proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures
- A genuine love of learning and working with young people
- A commitment to ongoing professional development within the area of student wellbeing

Catholic Regional College Caroline Springs is an organisation committed to Child Protection and to the implementation of Childsafe policies and practices.