



St Mary MacKillop College
CHOOSE LIFE WITH COURAGE

School Social Worker/ Counsellor K-12

Location	St Mary MacKillop College
Accountability	Principal
Reporting to	Principal
EBA	The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement 2014
Category	Social Workers Step 1 - 6 (dependant on qualifications and experience)
Tenure	Permanent, Part-time - 3 days per week, 8am-4pm during term time

PURPOSE OF THE POSITION

In relation to the pastoral care dimension of the College, and the respect and value for each person, the role of the School Social Worker will have the capacity to work across our Primary and Secondary campuses to assist students to reach their full potential through providing counselling, facilitating proactive programs and providing advice on mental health issues.

CORE RESPONSIBILITIES

Intervention/Counselling and Advice

- Provide counselling for students, families and staff of the College community for a range of student related mental health, emotional and family issues.
- To provide crisis counselling and critical incident stress debriefing for the College community as required.
- Provide a point of contact, with Learning Support, for students presenting with low level anxiety issues.
- Provide information and educational resources to students, families and teachers on mental health related issues.
- To work with teaching staff in the classroom setting, facilitating group discussions and activities on mental health/pastoral issues.
- To liaise with the Pastoral Team in regard to individual student programmes, as well as general pastoral/welfare issues within the College.
- Make referrals and liaise with other specialist community health and welfare organisations as needed.
- Develop and deliver proactive programs to students (K-12) in conjunction with the Wellness team.
- Participation in the development and review of school policies and plans for critical incident response.
- Consult with the Principal on matters of serious concern.

Assessment

- Knowledge and understanding of mental health disorders and their relationship to child and adolescent development.

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Legislative requirements

- Collect, collate and maintain student information and records to meet legislative and system requirements to inform research and policy development.
- Liaise with external agencies as required,
- Maintain professional competence and continued professional learning,

Other

- Presentation of Professional development,
- Carry out other duties, as requested by the Principal,

Additional Role Components:

All staff are required to:

- Actively contribute to the maintenance of the Catholic Ethos; through a manner of life and stated beliefs that are in keeping with the teachings of the Catholic Church.
- Ensure the underlying values of the College Mission are embedded within practice in the workplace.
- Attend staff meetings, and/or other College functions as the Principal may require.
- Undertake any other duties or responsibilities that may be assigned by the Principal.

Work, Health and Safety

Your responsibilities as an employee include:

- Having a duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on school premises, School premises include places away from a school campus such as a campsite or where school excursions may take place from time to time.
- Ensure an understanding and compliance of the College OHS policy.
- Create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment.
- Complying with, as far as practicable, all instructions given to you to ensure your own safety and health.
- Proper use of any personal protective clothing or equipment supplied to you.
- Not misusing or damaging any equipment you use.
- Prompt reporting of any hazards or incidents/accidents to your leader including damaged College property.

Code of Conduct

You are responsible for ensuring you act within the framework of the College's Code of Conduct.

College Avenue Busselton
PO Box 5370, Busselton WA 6280
www.mackillop.wa.edu.au



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SELECTION CRITERIA

Essential

- A Bachelor's Degree in either Social Work or Counselling.
- Experience working with child and adolescent mental health.
- The ability to facilitate proactive and preventative practices and initiatives that promote social, emotional and educational development and the wellbeing and mental health of students.
- The ability to train staff in matters relating to mental health and student wellbeing.
- Current Working With Children check and National Criminal History Check.
- Strong counselling and interpersonal skills as well as the ability to build trust while maintaining confidentiality.
- An effective communicator who is able to communicate effectively to a wide range of people (staff, students, external stakeholders, parents).
- Strong administration and organisational skills.

Desirable

- Previous experience in a school setting.

Authorisation

I understand the role requirements as outlined in this Position Description.

Position Holder:		Date:	
Signature:			