



CatholicCare Canberra & Goulburn

DUTY STATEMENT

COUNSELLOR - STUDENT & FAMILY COUNSELLING

Reports to: Manager Student & Family Counselling
Award: Centacare Collective Agreement Student & Family
 Counsellors Level 1 – 2 depending on qualifications and
 experience Status: Part-Time (school hours)

AUTHORITIES

1. Liaise with Principals and school staff and provide consultation when required.

RESPONSIBILITIES

1. Carry out individual, peer and family counselling in the allocated schools.
2. Plan/provide groups for students and parents/caregivers when required.
3. Plan/provide professional development for school staff when required.
4. Maintain confidentiality of both students and families within the parameters of duty of care, having first explained the limits of that confidentiality.
5. Accept supervision as arranged by the Program Manager.
6. Attend and contribute to Student and Family Counselling Program meetings and professional development as required.
7. Undertake additional professional development outside CatholicCare.
8. Ensure that clinical and administrative standards are maintained in accordance with the Program's policies.
9. Undertake other duties as directed by Program Manager



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SELECTION CRITERIA

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Status: Part-Time (school hours)

1. Eligibility for membership of the Australian Association of Social Workers or Registration as a Psychologist.
2. Counselling experience with children or adolescents.
3. Counselling experience with families.
4. An understanding of schools as complex social systems, with their own values and culture.
5. Ability to respond appropriately in crisis situations and to students presenting with complex issues.
6. Confident in providing consultation when necessary to school staff and relate to staff as other professionals.
7. Ability to liaise effectively with school staff and to promote the service to the school community.
8. Need to be comfortable working in Catholic and other Christian schools.
9. Ability to accept supervision and continue to develop professionally.
10. Possess a current Driver's Licence and be able to provide own transport.
11. Be able to work independently.
12. Good organisational skills.



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ADDITIONAL INFORMATION

COUNSELLOR - STUDENT & FAMILY COUNSELLING

Reports to: Manager Student & Family Counselling
Award: Centacare Collective Agreement Student & Family Counsellor Level
 1 – 2 depending on experience and qualifications
Status: Part-Time (school hours)

1. Counsellors work during school term time only.
2. All counsellors are permanent part-time, working up to 6 hours per day.
3. School term stand down time does not break continuity of service.
4. Counsellors who travel to the country are paid additional hours for travel time, and accommodation costs if they have to stay overnight. CatholicCare vehicles are normally supplied for country travel.
5. Counsellors are paid 4 weeks annual leave taken during the Christmas school holidays. CatholicCare also pays an additional two days leave over the Christmas break – these days are identified by CatholicCare.
6. Pay and Conditions are according to the Centacare Collective Agreement.
7. Opportunities exist for Intern Psychologists depending on availability of placements. CatholicCare will finance half the required supervision hours.