



POSITION DESCRIPTION

Position:	Counselling Services Coordinator	Location:	Rockhampton
Reports to:	Diocesan Director of Catholic Education or nominated delegate	Date:	October 2018
Classification:	CEO Executive Scale Level 6	Status:	Full-time
Employee Name:			

Mission

The mission of Catholic Education Office is to accept a call from God to serve the educational communities of the Diocese of Rockhampton.

Organisational environment

Catholic Education, Diocese of Rockhampton is one of five Diocesan Education Authorities throughout Queensland. The Diocese stretches from Bundaberg in the South to Mackay in the North and West to Longreach and beyond to the Northern Territory border. Schools and colleges provided by the Catholic Education Office are organised into four geographic regions. In each region these schools are supported by an Assistant Director: Schools through whom communication between the principal and the local school community, on the one hand, and the Catholic Education Office (CEO), on the other hand, are maintained.

Each Catholic school is self-managing, but not self-governing. Each Catholic school operates according to the mandate of the Diocesan Church, and its leader, the Bishop of the Diocese. The Bishop delegates responsibility for the provision of Catholic Education to the Director of Catholic Education.

The CEO covers three areas of Ministry; Catholic schools, Adult Faith Education and Formation and Religious Education in state schools.

Purpose of the position

The Counselling Services Coordinator is to ensure that high quality counselling services are present in all schools and colleges in the diocese.

The role holder will provide leadership and support in the area of counselling to educational communities in the Diocese of Rockhampton by:

- Providing direction, advice and practical support to counsellors working in schools and colleges
- Offering advice, and providing professional opinion to, the Director, DCEO staff, principals and other colleagues as appropriate
- monitoring the quality of counselling services in all schools and colleges with a view to delivering the best quality service possible
- developing, maintaining and implementing diocesan documentation relevant to counselling
- ensuring professional knowledge, skills, interactions and networks of counsellors are promoted and advanced
- being future oriented, considering possible advancements and directions for counselling services in Catholic schools.

Key duties

The duties of the Counselling Services Coordinator include:

Relational

- a. Be sensitive and practice the utmost confidentiality, observing the privacy of others, being respectful, and exhibiting sound judgement
- b. Provide specialist leadership advice and support in counselling to the Director, Assistant Directors and school and college staff to improve wellbeing outcomes for students
- c. Establish open and effective communication with principals and provide support and advice regarding the implementation of effective counselling in their schools and colleges
- d. Provide professional advice to those carrying out counselling roles in the diocese
- e. Collaborating with others in the field of counselling in the planning and presentation of professional development activities to diocesan and college counsellors
- f. Collaborate with, and contribute to, teams of colleagues whose purpose is to improve counselling roles and the delivery of services
- g. Maintain contact and open communication with affiliated organisations offering counselling, or associated activities, to students of the diocese
- h. Develop and maintain constructive, professional relationships across the diocese
- i. Contribute as a member of the Catholic Education Rockhampton team to meetings and initiatives
- j. Act as a point of reference, as required, in the area of guidance and counselling both within and beyond Catholic Education Rockhampton

Functional

1. Operational Leadership

- a. Ensure that counselling throughout the diocese is of consistently high quality, operating in accord with standards in accord with the professional ethics of counsellors while meeting the needs of students and administrative responsibilities
- b. Oversee the work of the counsellors employed by the diocese
- c. Maintain counselling documentation and procedures within the diocese and ensure their implementation
- d. Ensure the professional keeping of case notes, their archiving and storage
- e. Provide an experienced, professional opinion on challenging situations which counsellors may be experiencing
- f. Provide advice on resource allocation pertinent to guidance and counselling
- g. Report to the Director on the progress and goal achievements of guidance and counselling in the diocese.

2. Professional Development Leadership

- a. Arrange professional development opportunities, and oversee professional development opportunities for diocesan counsellors
- b. Provide general and specific professional development opportunities to school and college staff
- c. Alert counsellors to matters of interest relevant to their profession
- d. Review research on best practice in counselling to assist colleagues to further develop their expertise.

3. Staffing Responsibilities

- a. Lead the process of employment of new counsellors for primary schools and be integrally involved in the process of employment of college counsellors
- b. Create, maintain and conduct induction processes for counsellors.

4. Improvement processes

- a. Provide leadership in the development, promotion and implementation of counselling strategies

- b. Assist counsellors in determining proactive wellbeing needs and developing effective implementation plans in the area of wellbeing
- c. Document and report on the progress of initiatives as required
- d. Initiate and participate in relevant data gathering to determine trends to assist in planning for appropriate resourcing.

5. Collaborative Leadership

- a. Work collaboratively with the other sections of Catholic Education and contribute to the implementation of the Strategic Plan and the diocesan mission
- b. Respond to requests for information from the Director or members of the Diocesan Leadership Team and assist with the development of policy as required
- c. Collate information, assisting in policy formulation and writing briefings and reports as required.

Authority limits

Full authority is delegated to the Counselling Services Coordinator from the Director to produce the desired outcomes. There is no authority to commit funds.

Reporting and other relationships

The Counselling Services Coordinator reports to the Director Catholic Education or nominee. Diocesan counsellors report to the Counselling Services Coordinator.

Mandatory requirements

The successful applicant will have:

- a commitment to the ethos and values of Catholic Schools
- tertiary qualifications relevant to the area of counselling
- successful experience as a counsellor
- a valid "positive notice blue card" issued under the Commission for Children and Young People and Child Guardian Act 2000 as amended from time to time
- criminal history check
- excellent team building and communication skills.

Workplace Health and Safety responsibilities

Each staff member is responsible for ensuring his/her health and safety by:

- complying with health and safety instructions
 - taking action to avoid, eliminate or minimise hazards
 - making proper use of personal protective equipment
 - not wilfully placing at risk the health and safety of own self and others
 - seeking information and advice when necessary
 - being familiar with hazard/accident/reporting and emergency evacuation procedures.
- (Workplace Health and Safety Act, Qld)*