Green Point Christian College

JOB DESCRIPTION
Counsellor – Temporary Part Time

VISION STATEMENT

“Excellence in Christ-Centred Education”

► REPORTING

The part time School Counsellor at Green Point Christian College will work closely with the Counsellor Co-ordinator in the pastoral care of students and the support of staff.

► PURPOSE

To help develop skills in the areas of spiritual, emotional, social and developmental needs of the students, supporting parents and staff. The School Counsellor will offer expertise in monitoring students’ welfare across both the Junior and Secondary Schools.

► DUTIES AND RESPONSIBILITIES

- Demonstrate commitment to the ethos and Christian foundations of the College.
- Liaise with the school staff, parents and other agencies.
- Provide information to staff, students and parents.
- Provides individual and group counselling to students with identified concerns and needs.
- Utilise a holistic approach to counselling.
- Conducting groups such as Seasons for Growth, as the need arises.
- Communicate and consult with counselling team, teachers, Year Advisors, Learning Support Services, Co-ordinators, Heads of Schools, Deputy Principal and Principal, where appropriate, to develop student care plan.
- Develop and maintain written counselling progress notes and when necessary write support letters, reports and referral letters.
- Advocate for the student.
- Be available to staff, parents and students on an at needs basis.
- Adhere to and be proactive in preventative practices with child well-being and child protection matters.
- Participate in clinical supervision and professional development activities to improve knowledge and skills.
- Meet deadlines, prioritise competing work demands and provide a high quality of care to students and their families.
- Develop and identify specific programs to meet school and student needs.
- Attend and contribute to appropriate meetings.
- Maintains current and appropriate resources for making referrals.
- Practice an effective referral and follow up process as needed.
- Network with other agencies.
• Adheres to laws, policies, procedures and ethical standards of the school counselling profession.
• Conduct in conjunction with the counselling team staff, professional learning presentations.
• Abide by Green Point Christian College policies, procedures and practices.

► QUALIFICATIONS, CERTIFICATIONS AND WORK RELATED EXPERIENCED

• Degree or certificate in Psychology, Social Work or Counselling.
• Experience in counselling children and young people.
• Experience conducting groups.
• Committed to living and teaching a life of service to Christ in accordance with Green Point Christian College mission and values.
• Team player with the ability and desire to bring people together into a working relationship.
• Effective communication and organisational skills.
• Desirable to be a member of an appropriate professional association.