



# Mary MacKillop College South Gippsland

## Position Description – Psychologist/Educational Psychologist/School Counsellor

<b>Position Title:</b>	Psychologist/Educational Psychologist/School Counsellor
<b>Reports to:</b>	Deputy Principal Wellbeing and Organisation
<b>Responsible for:</b>	to provide psychological services to students at Mary MacKillop College. Psychological services may involve psychological assessment, counselling and/or consultation to students. Following identification of wellbeing, psychological and/or educational concerns a recommendation for referral out, or management within, the school may be made in consultation within the school's referral system
<b>Employment Conditions:</b>	<p><b>SALARY:</b> Category B Education Support Officer</p> <p><b>TENURE:</b> Full time or part time by negotiation. Ongoing</p> <p><b>LEAVE:</b> Category B Education Support Employee: you will work during school term time only and be entitled to receive paid school holidays (at your FTE).</p> <p><b>EQUIPMENT:</b> Laptop</p>
<b>Location:</b>	Leongatha

### Role Summary

The Student Psychologist reports directly to the Deputy Principal Wellbeing and Organisation and is expected to support and extend the school's ethos and culture, foster in young people's enjoyment of learning, provide opportunities for participation and personal excellence and inspire a broad world outlook. They should also be prepared to continue professional development and/or further education throughout their career.

### Key Duties and Responsibilities

The Student Counsellor is entrusted with the following key areas of responsibility:

#### Duties

- Provide assessment services which may include formal psychological, cognitive and psycho-educational assessment for students.
- Provide early intervention support (e.g. observation and screening assessments) to students.
- Counsel students as required using appropriate evidence based approaches.
- Provide consultation to parents regarding student issues.
- Provide consultation to teaching and educational support staff regarding student needs (e.g. behavioural management and student support plans).
- Provide assessment services and reports for funding under the ISV Program Students with Disabilities (e.g. students with an Autism Spectrum Disorder).
- Maintain records and notes of all counselling sessions using established Counselling Department procedures.
- Work with the Deputy Principal Wellbeing and Organisation, Sub School Directors and Wellbeing Coordinators, Learning Adjustment Coordinator and other Counsellors to ensure clear individual case management support for individual students is established and maintained.
- Monitor progress of students with significant learning or behavioural needs and use of behaviour management/support plans.
- Respond to, and act upon, internal/external enquiries with regard to ongoing counselling.
- Maintain necessary contact with external professionals who work with students from the College.
- Maintain professional reading to ensure awareness of best practice.
- Ensure professional standards, learning and supervision is maintained to ensure registration and quality program delivery.
- Participate in, or support, Professional Development or student/parent programs to enhance staff, student and parent awareness of contemporary counselling issues and strategies for managing students.

**Administrative**

- Maintain appropriate record keeping and case notes.
- Complete assessment reports and assessment feedback in timely manner.

**Performance Criteria**

- Counselling is conducted in a professional manner in accordance with the guidelines and principles of the Australian Psychological Society and AHPRA- Psychology Board.
- Achieve management of a case within the agreed time frames.
- Attendance at scheduled staff and wellbeing team meetings.
- Demonstrated consultation with external professionals, and communication of suggested strategies from professionals to teaching staff (where applicable).
- Demonstrated understanding of contemporary counselling issues as they related to schools, students and school communities.
- Demonstrated participation in, and/or development of Professional Development and Student/Programs that enhance awareness of contemporary counselling issues.

**Knowledge Required**

- Knowledge and ability of how to handle and maintain confidential systems of records and management/information.
- Counselling method.
- Psychological assessment skills.
- Report writing.
- Excellent communication skills.
- Some knowledge of standard teaching and assessment methods for Victorian Schools.
- Computer literate – familiar with Microsoft Software applications & School database.
- Good knowledge of external professional networks and services for students and families.

**Skills and Knowledge**

- Strong team work and ability to effectively consult.
- Establish own work schedule to achieve designated goals.
- Process and respond to information.
- High level of management skills.
- High level of negotiation skills.
- High level of time management and organisational skills.
- High level of interpersonal skills.
- High level of writing and drafting skills.
- Able to process information to provide accurate reports and notes in current records and new records.

**Attributes**

Ability to

- multi task
- work independently
- meet deadlines and achieve agreed results
- operate under pressure
- absorb and learn new things quickly
- take instructions and to complete a task or a number of tasks to achieve the required result
- be innovative and creative
- work with confidential information and maintain confidentiality

**Qualifications**

Fully registered psychologist, preferably with postgraduate qualifications in educational, clinical or counselling psychology. Membership with peak professional groups such as the Australian Psychological Society or the Psychotherapy and Counselling Federation of Australia.

**Experience**

A minimum of five years experience working in education or a similar environment with a track record of excellence in quality output, service and an ability to handle pressure situations is required.

**Additional Requirements**

Mary MacKillop College is committed to developing a culture to maintain the safety of each student in our care. At Mary MacKillop College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is

committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at Mary MacKillop College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

Non-Teaching staff employed at Mary MacKillop College must hold and maintain the following child safety checks:

- Current Working with Children Check
- National Police Record Check

Updated: April 2021