

POSITION TITLE:	Assistant Manager Counselling
SECTION:	Engagement Wellbeing and Learning
REPORTS TO:	Manager Counselling & Psychology
CLASSIFICATION:	CES Office Salary Scale Level 8
AUTHORISATION:	Executive Director

Catholic Education Services – Diocese Of Cairns

Catholic Education Services in the Diocese of Cairns is a dynamic and growing organisation that is actively inviting schools to co-create with us, schools that are places of rich learning for now and into the 22nd Century.

Our vision is to offer every student in every school a world class education enriched by their lived encounter with the Catholic Faith.

Catholic Education Services is committed to this vision through Co-Leadership with schools to build communities of learning that provide a safe, nurturing and academically challenging environment. Our schools are places where we create opportunities for every student and every staff member so that they are inspired to contribute to our society, innovate, explore possibilities, and achieve excellence.

Catholic Education Services in the Diocese of Cairns embraces thirty (30) schools including twenty (20) primary schools, two (2) Prep to Year 12 colleges and eight (8) secondary colleges. One of these colleges is a Special Assistance College with campuses in Cairns, Cooktown, and Edmonton. This community also includes Catholic Education Services located in Cairns itself. Over the next five years there are two new schools planned.

All schools and colleges, except three, are within a two-hour drive of Cairns. Cooktown, Waibeni Island (Thursday Island) and Weipa are accessed by daily flights and located in some of the most beautiful parts of the country. In total, there are 11 500 students and 1500 staff.

Leadership and strategic management of Catholic Education Services is the responsibility of the Executive Director of Catholic Education. Through a team of professionals, and in Co-Leadership with principals, the Executive Director manages and facilitates a number of significant delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring quality of schools and compliance/accountability with requirements of governments, Church, and parents
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach

Our staff are supported to experience success and satisfaction in their vital role.

Cairns also offers many lifestyle opportunities that can be found in few other places and is surrounded by World Heritage listed areas including the Great Barrier Reef and the Daintree Rainforest, all within an hour's

journey from the growing City of Cairns. It is the gateway to our Asian neighbours with direct flights to China, Japan and Singapore as well as having direct flights to all the east coast capital cities, Darwin, and Queensland's Sunshine and Gold Coasts.

Purpose Of The Role

The role and responsibilities of the Assistant Manager Counselling is to develop capacity across the Diocese to promote and foster the personal development, wellbeing and mental health of all students. Reporting directly to the Manager Counselling & Psychology, the role is a senior position within the Counselling & Psychology Team, with responsibilities for the supervision of counselling staff and supporting the Manager Counselling and Psychology in the provision and development of counselling services. Although based at CES, the role of the Assistant Manager Counselling means that school visits are frequent and regular.

Essential Duties and Responsibilities

Typical duties performed may include, but are not limited to:

Provide professional direction, expert advice, representation and reporting, in the areas of counselling, mental health and wellbeing, both within and beyond CES.

- Provide professional support and advice to school counsellors in a clinical supervisory capacity, around educating students with social, emotional, learning, mental health or behavioural difficulties.
- Provide pastoral support to school counsellors and manage their concerns in a manner that promotes constructive employment relationships.
- Work collaboratively with the Manager Counselling and Psychology to provide briefings and professional learning opportunities for school and office-based personnel, in the areas of counselling and student wellbeing.
- Build and maintain professional connections with personnel in other sectors and professional associations in the areas of counselling and student wellbeing.
- Work collaboratively with the Manager Counselling and Psychology to respond to and critique external reports, research, initiatives and developments with a view to their influence on CES in the areas of counselling and student wellbeing.

Identify key strategic themes and directions emerging from available data to inform policy, processes, resourcing and specialist professional support needs in the areas of student wellbeing and mental health across Catholic Education, Cairns Diocese.

- Provide and share research on contemporary approaches to counselling services to build understanding across schools and within the CES office.
- Synthesise research, student learning data and effective evidence-based practices to assist in the development of counselling services policy and implementation.
- Provide professional learning that incorporates shared vision and beliefs of contemporary counselling practices related to student wellbeing and mental health.

Contribute to the development, production and review of resources and processes, in the area of counselling and student wellbeing.



- Work collaboratively with the Manager Counselling and Psychology and other specialists to develop and evaluate counselling and student wellbeing resources and processes, using knowledge of current trends and up to date research.
- Work collaboratively with the Manager Counselling and Psychology and schools to ensure timely provision of counselling services to identified needs (e.g. critical incidents).
- Initiate the use of technologies to provide a range of modes of professional learning and support in the areas of counselling and student wellbeing.
- Evaluate and quality assure the standard and effectiveness of resources and processes used to support the implementation of counselling services.
- Maintain appropriate behaviours when engaging with children

Ensure counselling services across Catholic Education Services Cairns are provided in accord with regulations, policies and guidelines.

- Assist in the management of the electronic record keeping system (including: responding to IT help requests, extracting all available counselling data and liaising with the database developers) to ensure confidentiality of counselling records.
- Undertake regular audits of counsellor practices and records of service.
- Organise professional development days each term for counsellors.
- Design and develop a range of professional learning resources, based on a coaching model, to build capacity in schools in counselling services and practice.

Genuine Occupational Requirements

- Accountable and responsible for ensuring professional behaviour
- Ability to cope with own emotions and behaviour effectively
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others
- Ability to maintain an appropriate level of confidentiality
- Facilitate the prevention of child harm by recognising and responding appropriately
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position
- Ability to locate appropriate and relevant information from multiple sources and convey, integrate and implement knowledge in practice
- Ability to prioritise workloads and manage multiple tasks with competing timelines
- Ability to accept responsibility for own work
- Intermediate to advanced skills in Microsoft Office applications necessary to demonstrate the required range of skills and tasks
- Competent use of digital technologies necessary to demonstrate the required range of skills and tasks
- Accountable and responsible for creating a positive workplace culture and reducing the risks to physical and mental health in the workplace

Physical requirements of the position:

- Work is normally performed in a typical interior office and/or classroom environment
- Manoeuvring within the office/school environment appropriate to the position



- Frequent driving of a motor vehicle
- Frequent use of telecommunication and electronic equipment

Mandatory Qualifications And Requirements

- Tertiary Qualifications in the Disciplines of Education, Psychology or Social Work.
- Current Registration or membership of relevant Professional Associations (e.g. AHPRA/ QCT/AASW)
- Promote child safety at all times
- Demonstrated successful and varied experience in your professional discipline.
- A demonstrated ability to communicate at all levels of the school and wider community.
- A proven capacity to plan timely professional learning opportunities for staff development.
- Minimum 5 years experience working with young people.
- Experience supervising allied health and/or education professionals.
- A current motor vehicle driver's license.

Related Documents

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland

Additional Information

The incumbent will need:

- The appointee to this position will be required to complete a period of 6 months' probation, in accordance with The Fair Work Act 2009.
- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues.

Employee Acceptance

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

Employee Name:

Signature:

Date:

