

## SOCIAL WORKER

### POSITION DESCRIPTION

<b>Award</b>	Victorian Catholic Education Multi Enterprise Agreement 2018 (VCEMEA)
<b>Group</b>	Education Support Officer
<b>Classification</b>	ESO-B Level 4
<b>Tenure</b>	Full time, ongoing
<b>Hours of work</b>	8:30am – 4:30pm
<b>Reports to</b>	Deputy Principal Student Development
<b>Last amendment</b>	May 2022
<b>Version</b>	3.1

#### Position Summary

The key role of the Social Worker is to maintain a dual focus on both assisting with and improving student wellbeing and identifying and addressing any external issues. They will apply their counselling and educational expertise to assist students, parents, families and teachers, to achieve the most beneficial outcomes for students. The Social Worker/Counsellor is a key member of the Student Services Team. The Student Services Team consists of the Learning Community Leaders, Learning Diversity Team, School Psychologist and Careers Department.

<b>Key Selection Criteria</b>	<p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualification in Social Work, or 5 years' equivalent experience.</li> <li>• Current (or ability to gain) Working with Children Check</li> <li>• Excellent written and verbal communication skills.</li> <li>• Proven ability to help young people develop self-confidence, self-reliance and resilience.</li> <li>• Ability to develop and maintain strong working relationships with external support agencies.</li> <li>• Capacity to work in a large team environment.</li> <li>• Assist students and families to integrate into the new school and local community.</li> </ul> <p><b>DESIRABLE</b></p> <ul style="list-style-type: none"> <li>• Experience in working in a secondary school setting.</li> <li>• Desire to contribute and support strategic intentions of the College's Student Services team.</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.</li> <li>• Assist in the provision of a child-safe environment for all students</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing.</li> <li>• Understanding of and commitment to Child Safe Standards.</li> </ul>
<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>	
<b>Counselling, Referrals &amp; Programs</b>	<ul style="list-style-type: none"> <li>• Receive referrals from students, teachers and parents/guardians, in consultation with the Student Services Team</li> <li>• Assess and screen for mental health difficulties in students, using Mental Health assessments where required (e.g. behavioural, mental health, complex family</li> </ul>



	<p>assessments), developing a plan for support and referring to outside supports/agencies/specialists where appropriate</p> <ul style="list-style-type: none"> <li>• Advocate for individual student’s needs, both within the learning environment and family environment</li> <li>• Prepare and deliver relevant information to Staff applicable to the individual student, after seeking consent from students and parents</li> <li>• Ensure that students are provided with relevant information and advice on matters related to their mental health and to facilitate optimal learning</li> <li>• Be available to staff to engage in professional dialogue about requirements, initiatives, individual student needs that relate to their total wellbeing.</li> <li>• Deliver age-appropriate psychotherapeutic interventions (Cognitive Behavioural Therapy, Solution Focused Therapy)</li> <li>• Assist in the design, delivery and facilitation of Social Emotional Learning programs and the promotion of mental health and wellness in schools.</li> <li>• Liaise with the Student Services Team in relation to confidential individual student case discussions</li> <li>• Design, deliver and facilitate programs that provide skills and support to students (and teaching staff) with particular needs as per discussions with Student Services Team.</li> </ul>
<b>Management</b>	<ul style="list-style-type: none"> <li>• Collate information and prepare reports on each student and adhere to appropriate and accurate note/record keeping and file management, in line with privacy protocols and processes used by the Student Services Team</li> <li>• Adhere to evidence-based, best-practice guidelines for non-biased assessment, intervention and programming for all students</li> <li>• Ensure that consent from student and/or parents is given before engaging a young person in any form of assessment or intervention, and adhere to strict policy on confidentiality within the school setting</li> <li>• Recognise the professional responsibility to refer students and families to other professionals, in communication with the School Psychologist and Deputy Principal Student Development, for specialised assistance when and if necessary</li> <li>• Engage in supervision, peer review and continuing professional development, to maintain their professional membership, credentials and expertise as required.</li> <li>• Undertake other duties as directed by the Deputy Principal Student Development and/or Principal</li> </ul>
<b>Skills &amp; Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to identify, analyse and solve diverse problems, by applying appropriate training and expertise.</li> <li>• Ability to produce reports, including assessments and recommendations for consideration by others.</li> <li>• Provide clinical professional services to students within the parameters of school policy and guidelines.</li> <li>• Actively working within and for the school community to assist in creating a culturally inclusive and supportive environment.</li> </ul>
<b>Memberships</b>	<ul style="list-style-type: none"> <li>• Student Services team</li> <li>• Wellbeing team</li> </ul>
<b>Professionalism &amp; Ethos/Mission of the College</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of the ethos of a Catholic School and its mission.</li> <li>• Is punctual for all duties</li> <li>• Presents self appropriately, following dress code as required.</li> <li>• Keeps privileged information to which he/she is privy by virtue of the employment position confidential.</li> <li>• Responds to own training/development needs.</li> <li>• Seeks feedback on own performance.</li> </ul>



# Catholic College

Wodonga **Life in Jesus**

	<ul style="list-style-type: none"><li>• Maintains highly effective working relationships with all staff.</li><li>• Co-operates with colleagues to achieve the implementation of all College Policies and procedures.</li><li>• Participates in meetings as required.</li></ul>
<b>Occupational Health &amp; Safety Responsibilities</b>	<ul style="list-style-type: none"><li>• Ensure, so far as is reasonably practicable, that work/study/classroom areas under your control are without risk to health and safety of occupants</li><li>• To have knowledge of, and comply with the College's OHS policies and procedures</li><li>• To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors</li><li>• To report all incidents and/or potential hazards to the relevant persons as soon as possible.</li></ul>