

Position Description: Student Counsellor

Position title	Student Counsellor	Special Conditions	After Hours work will be required
Team	Wellbeing	Location	Richmond
Employment status	Part Time or Full time position available, ongoing	Hours	Monday to Friday, flexible working hours by arrangement, with additional hours as required (including some presence on weekends by agreement)
Reporting to	Wellbeing Manager	Direct reports	None
Salary and Conditions	In accordance with the relevant Award and commensurate with the applicant's qualifications, abilities and experience	Leave	School Holidays, In accordance with the Award and national Employment Standards (some work during school holidays will be required)

1 About MITS

Melbourne Indigenous Transition School (**MITS**) is a transition school providing boarding and schooling for young Indigenous people from remote Northern Territory and regional Victorian communities. MITS provides a Year 7 and Year 8 school program plus boarding for students for the duration of their secondary education in Melbourne.

2 Role Purpose

As part of the Wellbeing Team, the Student Counsellor will provide a specialist resource to MITS students, including by:

- contributing to whole of MITS approaches to mental health prevention and promotion;
- providing direct counselling support to students and other early intervention services;
- coordinating supports for students with more complex needs; and
- provide guidance and advice to MITS staff to identify student wellbeing matters and develop strategies to support students in their wellbeing.

The Student Counsellor will provide short term intervention for students with mild to moderate mental health needs and liaise with the relevant internal and external services where students need more

intensive support. The Student Counsellor will always obtain informed consent before commencing intervention services.

The fostering of a safe and inclusive community with a strong culture which is based on the school values of Respect, Courage, Culture and Care is a core part of the role of the Student Counsellor.

3 Key Responsibilities

3.1 Student Wellbeing

The Student Counsellor will:

- (a) case manage students with particular needs, maintaining files of that management work and recommending to Wellbeing Manager where third party assistance is required, whilst adhering to Mandatory Reporting principles;
- (b) identify, assess and recommend professional development opportunities with third party providers and make recommendations to the Wellbeing Manager on those opportunities;
- (c) provide social and emotional support to all students whilst fostering their continued engagement in their education; and
- (d) participate in student wellbeing meetings with the Wellbeing Manager and other staff as required;

3.2 Relationships and Communication

The Student Counsellor will:

- (a) establish sound, positive, and caring relationships with students, staff and parents/guardians;
- (b) build an effective network of professional contacts internal and external to MITS;
- (c) share information with colleagues and parents in a timely and appropriate manner;
- (d) maintain effective, timely and professional communication with the Wellbeing Manager and, where authorised, parents/guardians and care givers, families, home schools, Partner Schools and other stakeholders; and
- (e) communicate in a clear and professional manner.

3.3 Professional Standards

The Student Counsellor will:

- (a) critically evaluate current practices to measure effectiveness and determine where they can be applied to MITS;
- (b) maintain an awareness of current practice in mental health and evaluate the benefits for MITS students and staff professional development; and
- (c) provide guidance and advice to MITS staff to identify student wellbeing matters and develop strategies to support students in their wellbeing.

3.4 Reporting

The Student Counsellor will:

- (a) be responsible for developing reports on student wellbeing as required in consultation with the Wellbeing Manager; and
- (b) attend weekly and monthly Meetings to contribute ideas, share knowledge and facilitate effectively communicate all issues of common interest or concern.

3.5 General

The Student Counsellor will:

- (a) by agreement with the Wellbeing Manager, participate in after-school and weekend programs to engage students and assist them to integrate to the school, their destination school and the Melbourne environment while maintaining respect for their own culture and identity; and
- (b) be familiar with all emergency policies and procedures and be ready to implement if necessary.

4 Key Selection Criteria

4.1 Qualifications

The Student Counsellor will hold specialist qualifications, which must include at least one of the following:

- qualification as a Psychologist, Social Worker, Mental Health Support Worker, Child Welfare Officer or Youth Worker;
- Registration as a Nurse with a specialisation in mental health

The Student Counsellor will also have extensive experience working with young Indigenous people and have training in Trauma Informed Practices.

4.2 Essential Experience

The Student Counsellor will be a passionate supporter of young people, with extensive experience working with Indigenous students, in particular from remote and regional communities. They will have:

- (a) successful experience working with students requiring social and emotional support and fostering and contributing to a safe school environment;
- (b) demonstrated ability to identify students requiring additional testing or support and to provide advice on appropriate referral options for such students;
- (c) experience of two-way learning in working with Indigenous students with respect for their cultures and demonstrated desire for reconciliation. This will include:
 - experience working with Aboriginal and Torres Strait Islander students and communicating with parents from remote or regional settings; and
 - a genuine interest and passion for Indigenous education, Indigenous students and young people;

- (d) knowledge of current approaches to student wellbeing management and of techniques to support access to learning;
- (e) demonstrated ability to show consistency and fairness to students, with an understanding and appreciation of the needs and interests of Indigenous students living away from home; and
- (f) experience in dealing effectively with young people, parents, school management, teachers and teacher assistants in a variety of contexts.

4.3 Essential Skills and Attributes

- (a) **(positive attitude)** A professional, positive attitude and demeanour towards colleagues, students, parents/guardians and the wider school community.
- (b) **(strategic)** Capacity to develop and implement solutions that effectively and creatively address student wellbeing needs within a not-for-profit environment.
- (c) **(report preparation)** Capacity to develop reports on student wellbeing matters and to recommend further actions (if necessary).
- (d) **(administration)** Effective administration skills with knowledge of software and the capacity to multitask, maintain accurate, transparent and comprehensive records.
- (e) **(communication and interpersonal skills)** Strong oral and written communication skills with the capacity for developing high expectation relationships.
- (f) **(team work)** Ability to work as part of a small team and collaborate with colleagues in order to plan and deliver a curriculum based on high expectations.
- (g) **(motivation)** Capacity to maintain a high level of personal responsibility and self-motivation.

4.4 Desirable Skills and Attributes

- (a) Experience living and working outside a major urban city or in a remote community.
- (b) Demonstrated experience in an environment which includes both male and female boarding students.
- (c) Current Victorian driver's licence.

5 Important Information

5.1 MITS values

Staff and Volunteers of MITS are required to demonstrate a commitment to supporting students to enable their successful and confident transition from home community to Melbourne schools. The fostering of a safe and inclusive community based on the school values of Respect, Courage, Culture and Care is the responsibility of all staff.

5.2 Child Safety

MITS assures the right of every student and staff member to a safe environment. In particular, MITS is committed to child safety, and adheres to the Child Safe Standards through its Child Safe Policy. Each MITS staff member and volunteer is required to sign and act in accordance with MITS's Child Safety Code of Conduct.

The Student Counsellor must ensure that they act in accordance with MITS's Child Safe Policy and Child Safety Code of Conduct. Whilst the Student Counsellor does not have any specific duties or responsibilities in relation to child safety, other than those listed in this document, given the sensitive nature of their role they must be mindful that matters of child safety may arise through their work with MITS students.

The Student Counsellor does not require any particular qualification, experience or attributes in relation to child safety.

5.3 Reference checks and Criminal Record Check

Appointment to MITS is subject to reference checks and a Criminal Record Check.

5.4 Work Health & Safety Requirements

The Student Counsellor must:

- (a) contribute to safe work practices and a healthy school environment for all staff, students and visitors;
- (b) take reasonable care for their own health and safety while taking reasonable care that their actions or omissions do not adversely affect the health and safety of other persons; and
- (c) comply with all risk management requirements, promoting an environment and culture consistent with principles of safety and effective risk management.

5.5 Specific Requirements

The Student Counsellor must acquire and maintain:

- (a) Working with Children Check;
- (b) Senior First Aid Certificate or equivalent; and
- (c) other training as required from time to time by MITS in order to meet the academic, pastoral, administrative and practical needs of the position for example Manual Handling, Asthma Management, Epi-pen Training, Fire Safety Training.