



Job Description

Position Title	Social Worker/ Guidance Counsellor
Reports To	MVHS Counsellor/ Principal
Working Relationships	Students, Whanau, Senior Counsellor, Principal, Teaching & support staff, outside agencies and community groups, professional supervisor.

Employment Status: Permanent 32 Hours 40 weeks per year (exclusive of holidays)

Pay Scale & Allowances Rates depending on experience (Between \$30/35 per hour)

Purpose of the position

To offer counselling opportunities to students, staff and families/whanau as required to establish an inclusive and safe environment for the school’s community.

Key Responsibilities	Appraisal Indicators
<p>Counselling To offer counselling opportunities to students, staff and families/whanau as required, working within the NZAC or SWRB Code of Ethics.</p>	<ul style="list-style-type: none"> • Accept via the MVHS Guidance Counsellor self-referrals from students, staff and families/whanau • Referrals via the MVHS Guidance Counsellor. • Appropriate referrals from staff, families/whanau and outside agencies. • When appropriate, meet with students and their families/whanau. • Provide specialist advice to the school’s crisis intervention team, as required. • Facilitate group counselling sessions (e.g. grief, abuse survivors, anger management, smoking cessation, etc.) as required. • Prioritise and manage caseload effectively. • Maintains Registration with nominated professional board
<p>Administration Complete administration tasks as required for guidance counselling area</p>	<ul style="list-style-type: none"> • Keep appropriate records of counselling work, ensuring they are kept securely and confidentially in Counsellor Pro. • Complete documentation in relation to referrals to outside agencies/community groups. • Contribute to an annual report, including a statistical analysis of guidance counsellor activities, to the Board of Trustees. • Contribute to development of policies and practices in relation to guidance activities.

<p><u>Liaison</u> Provide liaison between the school & various organisations, as applicable on a timely basis</p>	<ul style="list-style-type: none"> • Liaise with outside agencies (e.g. Child Youth and Family Services, health providers, Police, Group Special Education, Family Court, iwi/hapu organisations, etc.) • Liaise with MVHS staff as appropriate and with professionalism. • When appropriate, act as student advocate, e.g. at Board of Trustees Discipline Committee meetings, Family Group Conferences.
<p><u>Professional Development</u> Undertake professional development to keep up to date providing the students with an appropriate & current counselling service</p>	<ul style="list-style-type: none"> • Participate in supervision fortnightly • Engage in ongoing professional development, including attending relevant training workshops & conferences

Tasks & Duties

<ul style="list-style-type: none"> • To offer counselling opportunities to students, staff and families/whanau as required, working within the NZAC or Social Worker Code of Ethics. • To work collaboratively with all staff in their guidance and teaching roles to create conditions in which students can meet their potential. • To network within and outside the school to ensure that individuals are assisted to find appropriate information and help for themselves. • To help to establish a safe and inclusive climate in the school, free of intolerance, harassment and bullying. • To act as an agent for positive change within the school community.

General Responsibilities

Comply with all board policies & relevant legislation & Health Safety

Declaration

Approved By	Kenny Diamond
Date Approved	23/03/2023
Reviewed	
Appointee	
Date Appointed	

Person Specification

The position requires the following personal attributes:

- Ability to work independently but to also work effectively as a team member
- Good organisation and time management, particularly caseload planning and management
- Self-motivation, resourcefulness and ability to make effective decisions under pressure.
- Ability to engage easily and effectively with youth and their families.
- Ability to develop and maintain strong working relationships with the various parties involved.

Essential Skills Experience

- Registration with NZAC or SWRB
- Experience working with Adolescence
- Effective counselling skills, use of CBT or similar models
- Effective interpersonal relationships and exceptional communication skills
- Ability to keep accurate and up to date case records. Possess adequate IT skills to ensure this and other digital requirements of the role.