



## College Counsellor / Nurse (Burwood Campus)

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Emmaus College is a proudly co-educational Catholic secondary college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoin College, a Marist Sisters' school for girls (1966 – 1979). The College operates over two campuses in Vermont South and Burwood, the later hosting a designated Year 9 program Y9@E. All staff at Emmaus may be required to work at either or both campuses.

Our school charism and motto 'To Know Christ' comes from the story of the Walk to Emmaus found in Luke's Gospel. At Emmaus College, students are encouraged to live by the core values of faith, knowledge and service and to achieve their best academically. Emmaus aims to promote and enhance student wellbeing, ensure that the students are able to acquire the skills necessary for 21<sup>st</sup> century learning and bring students to a knowledge and love of God.

Emmaus College is committed to the creation and maintenance of a child safe school environment. The care, safety and welfare of students are embedded in policies and procedures which ensure a commitment to zero tolerance of child abuse. All actions, and programs will maintain high ethical standards and work in accord with child safety standards and child protection reporting guidelines. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Emmaus College is an equal opportunity employer.

The College Counselling Service is committed to the provision of quality professional services for staff, students and families, which adds value to the school's operations and programs. The team collaborates extensively with teaching and support staff to ensure strong outcomes for students. The College Nurses recognize that their most valuable impact occurs in a role that supports students' educational successes.

### Role Description

The College Counsellor / Nurse (Burwood Campus) is responsible to the Principal through the Director Y9@E for the provision of safe, effective and quality counselling and healthcare to individual members of the Emmaus College community.

#### *The College Counsellor / Nurse acts as a resource for Leadership and Staff by*

- supporting crisis response management in consultation with the College Leadership Team, Student Services and House Leaders as the situation dictates (parent liaison as required)
  - supporting the College in response to complex student wellbeing needs, both for individual students and collectively for all College students
  - meeting with relevant teachers to plan and implement strategies to resolve identified problems;
  - providing teachers with information relevant to the welfare of students experiencing difficulties;
  - meeting with the Director of Y9@E each week as a catch up on student welfare issues;
  - liaising with the School Nurses at the Vermont South campus and the Human Resources / Compliance Manager, maintaining and supervising College First Aid policies, professional learning practices and resources.
  - through membership in appropriate professional bodies, providing a conduit for the College to access current best practice for adolescent health and wellbeing;
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- as a member of the College Counselling Team, meeting on a monthly basis or as required
- sharing responsibility for the implementation of occupational health and safety policies and procedures in the work place;

***The College Counsellor / Nurse acts as a resource for Y9@E students by***

- being a reassuring, approachable, compassionate, effective and innovative provider of health and wellbeing support for young people;
- in conjunction with other relevant staff, providing support and assistance to students experiencing difficulties at school, at home or in the community;
- providing counselling and guidance to students, who may be self-referred and teacher/or parent referred;<sup>1</sup>
- supporting students and families in accessing required therapeutic counselling, treatment, support or intervention which lie beyond the expertise and/or resources of the College Counselling Team.
- supporting students and families to access agencies, expertise and resources appropriate or suitable to address complex mental and emotional health issues and needs, with prior agreement of student and/or parent;
- providing primary health care and first aid to students and staff at the Burwood campus

***The College Counsellor / Nurse acts as a resource for parents by***

- consulting with and providing information to parents on students' mental or emotional health, physical health or social progress;
- advising and referring parents to other government and community agencies and resources, and supporting parents and students in accessing the appropriate agencies and resources;
- providing support to parents and encouraging parental participation in College life;
- supporting the College aim to fully involve and educate parents in current and powerful learning about student mental, emotional and physical health needs.

***The College Counsellor / Nurse will assist the Campus Administrative Officer by***

- checking student EpiPens and Action Plans for Anaphylaxis at the beginning of each term to ensure currency
- ensuring that First Aid Kits / Asthma First Aid Kits are fully stocked at the beginning of each term
- ensuring that the First Aid room is kept hygienically clean each day
- assisting in the preparation of EpiPens, Individual Action Plans and Care Monkey updates (student medical information) for teachers and students on Active Life and other excursions from the Y9@E campus

***The College Counsellor / Nurse collaborates with external resources by***

- developing an effective liaison with external welfare and support agencies;

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<sup>1</sup> Note: - Counselling provided will be for a short time only and the student will be referred to an appropriate agency or individual.

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- building new links to resources and agencies not previously engaged with by the College, which can effectively support student health outcomes.
- such other duties as may be required from time to time.

This duty statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal, in response to the changing needs of the School, and the development of skills and knowledge. Any additional responsibilities, as requested by the Principal or Assistant Principal, shall be determined through consultation and mutual agreement.

### **Committees and Memberships**

Meeting with the Director of Y9@E (weekly)

College Counselling Team (monthly @ Vermont South)

Member of the Catholic Education Melbourne (CEM) School Nurses Group

Member of the Victorian School Nurses Interest Group

### **Skills and Qualities Required**

This position requires;

- Registered Nurse qualification
- a qualification in Psychology (in progress or completed).
- a qualification in counselling, or mental health, will also be considered.
- familiarity with the Psychology Board of Australia (PsyBA) mandated APS Code of Ethics and Guidelines
- Working with Children Check
- Criminal Records Check
- sound IT skills
- excellent communication skills
- proven ability to work independently and as a team member

### **Terms and Conditions**

This role is initially a 12-month full time contract position, with the prospect of ongoing. The College performs thorough assessments of potential and existing employees. The screening process includes but is not limited to Criminal Records Checks and Working with Children Checks.

Working hours will normally be 8 am to 4 pm. The successful applicant will normally work during school term time only and be entitled to receive paid school holidays.

### **Professional Review**

This Position Description is intended as a framework for professional review.