



TE AKA ORA CHARITABLE TRUST

Counsellor in Schools Position Description

Position Title:	Counsellor in Schools
Reports to:	Chief Executive Officer through Practice Leader
Location:	9 Temple Street, Gisborne and Partner Schools
Accountability:	Chief Executive
Reporting to:	Chief Executive, Practice Leader, School Principals

Vision: In everything we do, we strive to embody the qualities of Mihingaretanga – the love, faith and hope modelled by Te Karaiti

Mission: To support whanau to identify their strengths and aspirations to meet their own needs, and to work with others to mobilise resources that may realise the inherent potential in the communities we serve.

Functional Relationships: TAO colleagues; staff/students of schools serviced by the position; whanau; Police; Oranga Tamariki Services; Social, health and community agencies and other child/youth services.

Working Hours:

Contact with clients will be both during school hours and after school. Planning, preparation, meetings, training and networking will usually take place during the normal working week.

Hours are to be completed between normal Te Aka Ora operational hours of 8am and 5pm Monday – Friday, with the occasional situation where hours of work may fall outside of this timeframe.

Purpose of Position:

The primary purpose of the Guidance Counsellor is to

- Offer counselling opportunities to students and families/whanau as required, working within the NZAC/SWRB Code of Ethics
- Networking when appropriate with senior leadership, the student support teams, the guidance network and learning advisors, to ensure that the pastoral care systems meet the needs of the school community.
- Where appropriate work collaboratively with staff in association with the SWIS workers to create conditions in which students can meet their potential.
- Network within and outside the school to ensure that individuals are assisted to find appropriate information and help for themselves.
- Work collaboratively with other professionals in a safe and inclusive climate in the school, free of intolerance, harassment and bullying
- Act as an agent for positive change for individual students and within the school community
- Input where appropriate to create, implement and review an action plan aligned to the charter and strategic goals to ensure enhanced wellbeing for students.

Key Accountabilities and Responsibilities

Key Relationships:

- Students and families/whanau and/or caregivers of the school students
- Te Aka Ora Management team and Staff
- School Senior Leadership Team, Pastoral team, Learning Leaders and Specialist Curriculum Leaders
- Outside agencies and community groups
- Professional Supervisor
- Wider Tairāwhiti Community

PRIMARY ACCOUNTABILITIES AND RESPONSIBILITIES

Area/s of Responsibility	Expected Outcomes
1.0 Provide opportunities for efficient and effective counselling services:	
Counselling & Practice	<ul style="list-style-type: none"> ● Accept and prioritize <ul style="list-style-type: none"> ○ self-referrals from students and families/whanau ○ Appropriate referrals from staff, families/whanau ● When appropriate, meet with students and/or with families/whanau ● When appropriate, refer on to professional services eg. SWIS, RTLB, ● Provide support for families, students and staff - this may include mediation ● 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) ● Use a variety of counselling strengths-based theoretical models.
2.0 Provide and deliver counselling-related programmes within an appropriate timeframe:	
Programme work	<ul style="list-style-type: none"> ● Co-ordinate and/or assist with the preparation, delivery and evaluation of counselling - related programmes to meet the various needs of students, staff and families/whanau. ● Contribute to the Development, facilitate and/or coordinate preventative programmes within school communities to meet identified needs. As per School Individual Plans. ● Evaluate programme delivery and utilize information to improve the effectiveness of programmes delivered in the future.
3.0 Complete administrative tasks as required for counselling area:	
Administration	<ul style="list-style-type: none"> ● Maintain and keep client records up to date and relevant. This will include but not limited to: <ul style="list-style-type: none"> - Consent - Assessment - Plan/Goal setting - Case Notes - Case Reviews - Evaluations ● Complete documentation in relation to referrals to outside agencies/community groups ● Provide and maintain statistical data for analysis of activities

	<p>and progress of programmes.</p> <ul style="list-style-type: none"> ● Develop resources to assist advisory teachers with the day to day support and understanding of students. ● Keep appropriate records of counselling work, ensuring they are kept securely and confidentially in accordance with NZ privacy/health record legislation.
4.0 Assess Connect and liaise, as applicable, on a timely basis:	
Assess, Connect and Liaise	<ul style="list-style-type: none"> ● Assess and connect students to services available to them within the school and community, eg. SWIS, RTLB, Learning Support etc. ● Be involved in liaising with the community ● Where appropriate, liaise with outside agencies, (e.g. Oranga Tamariki, health providers, Police, Group Special Education, Family Court, iwi/hapu organisations, etc.) ● Work in a collaborative environment with the students services team to provide a wraparound care system for student wellbeing. ● When appropriate, attend and actively participate in multi-disciplinary team meetings within the schools. ● Build positive and effective relationships with other team members and staff of the schools.
5.0 Undertake professional development to keep up to date providing the students with appropriate and current counselling services:	
Professional Development	<ul style="list-style-type: none"> ● Maintain professional body accreditation. ● Participate in supervision fortnightly ● Engage in ongoing professional development, including attending relevant training workshops and conferences. ● Take primary responsibility for own professional development, effectiveness, health and safety.
6.0 School Holidays expectations	
School Holidays	<ul style="list-style-type: none"> ● Create opportunity to support students and whanau during school holiday programme delivery. ● Complete training and development ● Continue engagement with clients and whanau.
6.0 Cultural Expectations	
Te Tiriti o Waitangi	<ul style="list-style-type: none"> ● Have an understanding and appreciation of Te Tiriti o Waitangi. ● Ability to implement and uphold the acts, values and principles of Te Tiriti o Waitangi within own practice
Individual School culture	<ul style="list-style-type: none"> ● Ability to learn, adapt and adjust to include and adhere to school cultural beliefs. ● Ability to be flexible between schools. ● Understanding of, ability to embrace cultural differences

QUALIFICATION, SKILLS, KNOWLEDGE & ATTRIBUTES REQUIRED

- Preferably qualified Counsellor at bachelor's degree level or above. Consideration provided for Bachelors degree or above in Social Services.
- Be registered or working towards registration and membership of NZAC, NZCCA or another professional body.
- Experience in individual and family counselling and life skills development for young people, and their families.
- Experience or knowledge of mental health issues affecting young people and whānau.
- Knowledge of relevant community networks and resources.
- Group facilitation experience.
- Experience as a member of a multi-disciplinary team.
- Stakeholder management and client relationship skills.
- Excellent written and oral communication skills.
- High level of emotional intelligence.
- Full, clean NZ Drivers License.
- Covid Vaccination passport holder.