

POSITION DESCRIPTION

COUNSELLOR

DEPARTMENT	ECG Secondary College
REPORTS TO	Assistant Principal — Student Wellbeing
DATE	October 2025
POSITION OBJECTIVE	To provide direct counselling support and other intervention services for individual students and groups identified as at-risk and/or experiencing or demonstrating mild to moderate mental health needs.
Achievement of the position objective will be reviewed against key performance indicators in the annual appraisal and review process and as required	

Our Values are reflected in our commitment to:

- ★ *Integrity*
- ★ *Inclusion*
- ★ *Quality*
- ★ *Collaboration*
- ★ *Safety*

Community College Gippsland (CCG) is a child safe organisation with zero tolerance for child abuse and is committed to the safety and wellbeing of all students. CCG supports and adheres to Child Safety Standards.

United we belong. Together we thrive.

The CCG community welcomes people from all backgrounds, abilities and identities. We are enhanced by our diversity and learn through inclusion, respect and understanding.

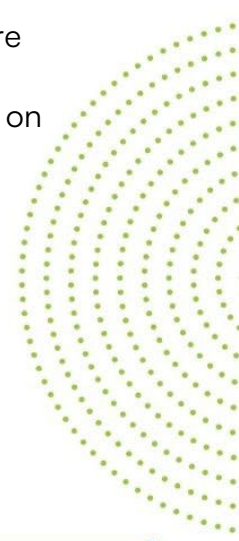
At CCG we:

- *Provide a safe and inclusive environment that is free from discrimination*
- *Empower students and harness their uniqueness through voice and agency*
- *Ensure equal employment opportunities for all and encourage the participation of underrepresented staff*
- *Celebrate the differences of our people and recognise their unique contributions to our community*

SCOPE OF THE ROLE

The Counsellor's role will primarily be to provide direct counselling support and other intervention services for individual students and groups identified as at-risk and/or experiencing or demonstrating mild to moderate mental health needs. Additionally, the Counsellor will co-ordinate supports for students with critical needs both within and external to the school, including working proactively with other health professionals to engage further support as required. They will also work to enhance promotion and prevention activities in the school by contributing to the whole school health and wellbeing plans, building the capacity of teaching staff and school leadership to manage student health and wellbeing, and helping to embed mental health promotion and prevention programs and strategies in the school.

RESPONSIBILITIES

- Deliver professional support services, including the direct counselling for students with a range of mental health issues, applying sound theoretical knowledge and practical expertise.
 - Plan and implement evidence-based intervention strategies for students with complex needs including collaborating with families, other professionals, and agencies when appropriate, and manage the associated risks.
 - Maintain thorough records of individual's case notes detailing specific interventions and goals.
 - Provide immediate assistance and intervention for students experiencing acute distress or crisis.
 - Work collaboratively to contribute to policies and operational practices that will guide the work of others, including other school wellbeing staff and teachers.
 - Lead and educate staff, particularly teachers and wellbeing team, through the development and delivery of training sessions, resources, toolkits and consultation to assist staff in supporting student mental health and wellbeing.
 - Establish and maintain partnerships with external service providers and refer where necessary to provide support to students.
 - Evaluate the effectiveness of plans and programs and make improvements based on feedback and outcomes.
 - Embed mental health programs and prevention activities within the school, by increasing awareness, integration into the curriculum and evaluate effectiveness adapting to the evolving needs of the student population.
 - Maintain professional competence and continued professional learning, including attending professional development activities throughout the year.
 - Meet relevant policies and legislative requirements in relation to student health information privacy.
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KEY PERFORMANCE INDICATORS

- Demonstrate by personal behaviours the values of CCG.
- Provide a timely response to critical needs, ensuring initial support for student with critical needs is provided within the school day.
- Effective students follow up sessions conducted with the students within a week of initial contact to assess progress and provide additional support
- Evident of progress in student cases through implementation and documentation of effective actions for each student, aiming for a measurable progress
- Increase promotion and participation in sustainable prevention activities, with an increase in participation from students and staff support
- Development and improvements in staff resources
- Improvement in student wellbeing, in turn reducing absenteeism and reduction in behavioural incidents
- Engage in professional leadership and guidance for staff to improve learning and development outcomes

KEY SELECTION CRITERIA

- Demonstrated experience in assessing, conceptualising, and analysing wellbeing issues, and providing evidence-based direct counselling for a range of mental health issues.
- Demonstrated experience in planning and implementing evidence-based intervention strategies for clients with complex needs.
- Demonstrated ability to input into the development, implementation and evaluation of policies and strategies relating to mental health and wellbeing.
- Highly developed communication, networking and interpersonal skills including the ability to liaise effectively with a wide range of people.
- Ability to provide leadership and professional learning that informs and influences the work of others involved in the engagement and wellbeing of children and young people.
- Clear understanding of legislative requirements regarding privacy of health information.
- This role will be required to work at either our Leongatha or Pakenham & Dandenong Campuses depending on where the successful applicant is located.

ORGANISATIONAL FUNCTIONS

- Actively participate in and comply with the Health and Safety systems, policies and emergency procedures in place throughout the organisation including;
 - Promptly and accurately reporting all hazards, accidents, incidents and near misses;
 - Ensuring safe use and maintenance of equipment including PPE for self and students;
 - Maintaining a current knowledge of emergency evacuations procedures for all relevant campuses and participating positively in drills and training sessions.

- Make recommendations for improvements in health and safety.
- Be aware of and participate in strategic planning process including making suggestions for improvements.
- Actively work with colleagues to build positive relationships and teamwork across the whole organisation.
- Perform other duties as requested, in a timely, professional, empathetic, accurate manner and in accordance with Community College Gippsland Policies and Procedures

MANDATORY REQUIREMENTS

- Clear Police check
- Clear Working with Children check
- Current Victorian Drivers Licence
- Professional registration with APHRA or AASW
- Demonstrated 1-2 years therapeutic counselling experience

QUALIFICATIONS

- Bachelor Degree in Psychology, Social Work or Education with Post Graduate qualifications in Mental Health & Counselling.

FUNCTIONAL RELATIONSHIPS

Key Internal
 Staff
 Students

Key External
 Support Agencies
 Families

DECLARATION:

I have read, understand, and accepted the above Position Description.

I understand that the Roles, Functions and Key Performance Indicators in this Position Description, form part of the Community College Gippsland Contract of Employment.

Signed: _____

Date:

Name:

TOID: 4181

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