Kerikeri High School

Job Description
Well-Being Counsellor

Responsible to: Principal and the Deputy Principal responsible for this faculty

Functional Relationships with: Principal, Senior Leadership, Pastoral Leadership, Deans, Careers Advisor, Form Teachers, Leaders of Learning, staff, students, parents/caregivers, outside agencies and community groups agencies and professional supervisor.

Primary Purpose of Role: To offer counselling opportunities to students, staff and families/whanau as required, working within your registered 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.

Core Competencies:

- Confidentiality
- Supports and models the school's values at all times
- Complies with and actively supports the school's policies and procedures
- Works collaboratively as a team member
- Displays integrity and takes responsibility for own actions
- Understands the concept of work/life balance
- Identifies and participates in personal development
- Accepts and manages personal responses to change in a positive manner
- Strives for excellence and perseveres in the face of difficulties
- Manages volunteers

Key Tasks	Expected Results
Counselling	• Accept self-referrals from students, staff and families/whanau • Accept 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 (eg grief, anger management, anxiety, etc) • Keep appropriate records of counselling work, ensuring they are kept securely and confidentially on FACTS system • Understanding of Child and Adolescent Development • Safeguarding and understanding of the Child Protection policy • Active Listening and Communication • Emotional Intelligence

	• Ethical Practice and Confidentiality • Crisis Intervention and Risk Assessment • Cultural Competence and Inclusion • Collaboration and Multi-Agency Working • Reflective Practise and Supervision • Intervention Planning and Delivery • Resilience and Professionalism
Programme Work	• Co-ordinate and/or assist with the preparation, delivery and evaluation of counselling related programmes to meet the various needs of staff, students and families/whanau
Administration	• Maintain appropriate client records • Complete documentation in relation to referrals to outside agencies/ community groups • Contribute to development of policies and practices in relation to guidance activities • Providing regular relief for Reception in Well-being
Liaison	• When appropriate, act as student advocate, eg at Board of Trustees Discipline Committee meetings, Family Group Conferences • Act as a consultant and resource person within the school community • Be involved in liaising with the community • Liaise with outside agencies (eg Child Youth and Family Services, health providers, Police, Group Special Education, Family Court, iwi/hapu organisations, etc)
Professional Development	• Participate in regular supervision • Engage in ongoing professional development, including attending relevant training workshops and conferences

This Job Description forms part of the Terms and Conditions of Employment and should be read in conjunction with the Employment Agreement referenced in the Offer of Appointment Letter.

Employee Name : _____

Employee Signature: _____ Date: _____