

POSITION DESCRIPTION

Psychologist / Counsellor

| CLASSIFICATION | TIME ALLOCATION | REPORTS TO: |
|---|-----------------------------|-------------|
| Education Support Officer Category B Level 4 or 5 <i>dependent on experience</i> | 5 days per week (1.0FTE) | Principal |
| APPOINTMENT TERMS | | |
| <ul style="list-style-type: none"> Ongoing The conditions of the Catholic Education Multi Enterprise Agreement 2022 apply to this position | | |
| Specialist Skills and Knowledge | | |
| <ul style="list-style-type: none"> Registration as a psychologist with AHPRA (Australian Health Practitioner Regulation Agency) Knowledge and understanding of adolescent development and issues pertinent to this population. Knowledge, skill and experience in a range of counselling approaches to assist adults and adolescents experiencing difficulties in their lives. Capacity to supervise provisional psychologists/ university students on placement. | | |

KEY RESPONSIBILITIES AND DUTIES:

Students

- Assessment and counselling for students across all year levels, who are experiencing difficulties impacting on their capacity to learn. Issues commonly discussed with the counsellor include depression, anxiety, family breakdown, loss and grief, identity issues, peer relationships, trauma, substance use
- Undertake specific testing (e.g., intellectual and psycho-educational assessment) of students as required.
- Arrange referral to external agencies / services for specific issues where appropriate
- Provide preventative / supportive programs for students with identified needs through consultation with staff, parents and students – e.g., Seasons Loss and Grief program, Social Skills training program
- Attend overnight year level camps / retreats as required
- Devise and present programs / sessions at year level camps / retreats

Staff

- Consultation and support for teachers in their work helping students achieve their maximum learning potential, and supporting students through difficult times
- Regular consultation with Deputy Principals, Heads of House, and Head of Student Services regarding the needs / management of specific students
- Provide professional development to staff on student welfare related or counselling related issues
- Work in collaboration with other Loyola Counsellors and/or Psychologists
- Meet frequently with other counsellors to address new referrals, presenting issues, counsellor activities within and outside of the school, professional development needs and opportunities, and administrative issue

Parents

- Provide consultation, short term counselling service and referral options to parents who have concerns for the welfare / mental health of their child
- Where appropriate, arrange referral to external support / specialist service / agency
- Co-ordinate parent education evenings on student welfare related issues and arrange guest speakers on issues such as resilience, managing VCE demands, etc.
- Participate in parent information nights and parent – teacher interviews to promote and explain the counselling service, present on current welfare / developmental issues, provide information and support to parents, etc.

College

- Attend DOWAL (Development of Welfare at Loyola) committee in the development and review of student welfare policies, procedures and programs as required.
- Represent the College at student welfare related meetings and seminars – e.g., the monthly Austin Hospital Consultancy Meeting, North Eastern Association of Catholic Secondary schools Student Counsellors, etc.
- Assist with co-ordinating programs / projects within the school relating to student welfare issues – i.e., Restorative Justice, Social Skills program, etc.
- Ensure that the Deputy Principal - Students receives regular reports / updates regarding specific and general counselling issues.
- Report each Semester to the Principal on the counselling issues and possible implications for the College and student well-being
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Accountability

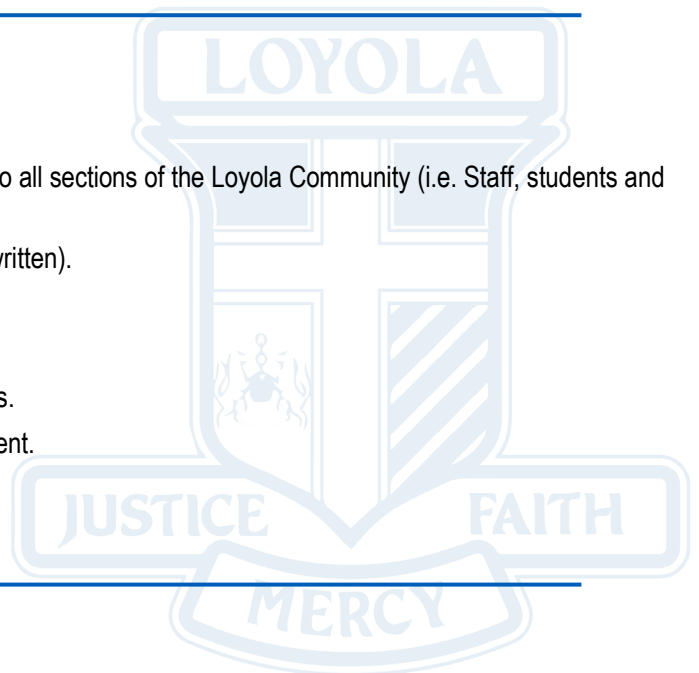
- Must provide professional and ethical counselling service adhering to the requirements of AHPRA
- Responsible directly to the Principal
- Maintain confidential written records of counselling sessions and ensure that they are securely stored.
- Maintain professional learning through membership of external networks and associations, and through attendance at conferences and seminars.

PERSONAL TRAITS:

- Ability to work with a minimum of supervision.
- Ability to work as an effective team member.
- Excellent interpersonal skills and ability to relate to all sections of the Loyola Community (i.e. Staff, students and current/prospective parents).
- Excellent communication skills (both verbal and written).
- Strong attention to detail.
- Discretion and confidentiality.
- Ability to work under pressure and meet deadlines.
- A commitment to ongoing professional development.

CURRENT DUTY/HOURS:

This is a full-time position entailing 38 hours per week.



SALARY, CONDITIONS & BENEFITS:

- The conditions of the Victorian Catholic Education Multi Enterprise Agreement 2022 apply to this position.
- Salary range is ES Level 4
- Salary will be decided based on experience and qualifications. Superannuation and Leave Loading will be paid as per current Government legislation.
- Category B – All school holidays with the exception of 'Recall' days (refer to Clause 25.9)
- Discount of approx. 15% off tuition fees (pro-rata for part-time) applies to staff with children attending the College and is granted at the discretion of the Principal.
- Probation period of six months applies
- Salary sacrifice options (such as Superannuation) as approved by the Principal

OUR VISION:

Loyola, as a Catholic co-educational College in the Ignatian tradition, seeks the education of the whole person and strives to ensure that each student achieves his or her unique potential.

We aspire to develop articulate, adaptable, discerning and confident young men and women of conscience committed to living the values of Jesus Christ in a global community.

*As a community we recognise that this is best achieved in a welcoming and collaborative environment committed to **Justice, Mercy and Faith.***

CHILD SAFETY:

The successful application is required and expected to be familiar and comply with the College's Commitment to Child Safety, Child Safety and Wellbeing Policy, and Child Safety Code of Conduct Policy and any other policies or procedures relating to child safety

Loyola College has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires Loyola College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to: Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.

VERSION:

August 2025

