PASTORAL CARE COUNSELLOR

Faith Diligence Love

SUNCOAST CHRISTIAN COLLEGE
POSITIONS VACANT

The College is seeking a qualified and experienced Pastoral Care Counsellor. This position is a part time permanent position commencing Monday 19 April 2021.

Suncoast Christian College is established as a ministry of Suncoast Christian Church, a member of International Network of Churches Australia. Situated on the beautiful Sunshine Coast, this well established Pre-prep to Year 12 co-educational, Christian College of 890 students invites applications from suitably qualified passionate and dynamic applicants with who are supportive of the aims of Christian Education.

The Pastoral Care Counsellor will work in our Secondary school 3 days per week, working term time only (defined as when students are in attendance), there is flexibility of days.

The successful applicant will be a committed Christian, have appropriate counselling qualifications and relevant experience in counselling and working with young people. The successful candidate would be a part of Suncoast Church’s pastoral team and therefore membership of Suncoast Church is preferred.

Applications are made by electronic submission. Applicants are to complete and submit the on-line Application for Employment form on the College website. The form enables applicants to attach covering letters and CV and other supporting documentation and then submit their application.

Completed applications must be submitted via the online system prior to 12pm Friday 5 March 2021.

Queries about the position can be made to the Principal’s Assistant, Ms Michelle Frost, at mfrost@suncoastcc.qld.edu.au. Receipt of your application will be acknowledged by email.

THE SELECTION PROCESS

Short-listing will be undertaken by members of a selection panel. All applicants will be notified of the selection panels’ decisions within two weeks of the closing date.

Only short-listed applicants will be interviewed. The interview will consist of a series of questions based on determining the capacity of the applicants to undertake the role description. Applicants will be given the opportunity to explain and expand on the information provided in their application.

Applicants may be required to give examples of how they would handle case scenario situations.

All applicants will be notified of the outcome of interviews and unsuccessful applicants may, at the discretion of the panel, obtain feedback on their application and interview by contacting the selection panel.
GENERAL EMPLOYMENT CONDITIONS
Wages and conditions of employment will be in accordance with the relevant award and the Suncoast Christian College Enterprise Agreement (EA).

Payments are made directly to a bank/credit union account on a fortnightly basis. The College is a smoke and alcohol free environment. No smoking or alcohol consumption is permitted on campus or whilst operating any vehicle.

Policies and procedures are in place for College staff including those required by workplace laws. It is important that these policies and procedures are adhered to. The College is committed to a safe and healthy workplace and has various policy and procedure documents including a Workplace Health & Safety policy. All new employees undergo an induction upon commencement of employment.
**Position Description – Pastoral Care Counsellor**

1. **POSITION TITLE:** Pastoral Care Counsellor

2. **EMPLOYMENT STATUS:** Permanent part time (term time only – defined as when students are in attendance)

3. **ANNUAL LEAVE:** Pro rata

4. **SECTION:** Secondary School

5. **MAIN PURPOSE OF THE POSITION:**
   - To provide and facilitate pastoral care for all Secondary students

6. **POSITION IN THE ORGANISATION:** See Staff Responsibility Flow Chart

7. **DIRECTLY RESPONSIBLE TO:**
   - i. Director of Student Development, Deputy Principal and Principal
   - ii. Senior Pastor (Spiritual & Value Matters)

8. **KEY RESPONSIBILITIES:**
   - **Consistent with the Biblical basis of the College:**
     a) Provide social and/or emotional support to students, assisting them to develop knowledge, understanding and skills that support learning, positive behaviour and constructive social relationships through social skills programs.
     b) assist with the development of an Annual Operational Plan for pastoral care within the College;
     c) provide pastoral care to students in need and give support to parents in their God-given role of caring for their children;
     d) provide leadership for pastoral care programs for Secondary students in cooperation with the Director of Student Development e.g. sex education, bullying, harassment, anxiety, cyber safety, social & emotional development programs;
     e) be active in the prevention and support space, helping students find a better way to deal with issues ranging from family breakdown and loneliness, to drug abuse, depression and anxiety.
     f) guide, coach and mentor students in the Secondary school both individually and in group contexts;
     g) liaise with the Director of Student Development and the Head of Secondary School to ensure regular communication and follow up occurs in relation to at risk students;
     h) develop and implement a student referral procedure for College staff and parents;
     i) develop a database of reliable, professional counsellors to recommend;
     j) provide support to teachers in the area of pastoral care for students;
     k) initiate and support programs that build a strong sense of community between students, teachers and parents e.g. chapels, assemblies, ceremonies and community service projects e.g. Suncoast Community Care team program, Operation Christmas Child and other services;
     l) assist with community development by enhancing the links between the school and its community, working with school-based support staff and community-based youth organisations and networks to support students;
m) be visible amongst students during lunch times;

n) In liaison with Director of Student Development facilitate existing programs, Strength and Shine, Year 11 and 12 Leadership Training, Sexual Sanity, Alpha and other programs that arise;

o) attend camps and other school functions as negotiated with the Director of Student Development;

p) maintain a commitment to the academic wellbeing of students with strong communication skills with both teachers and parents of the college;

q) be conversant with current Child Protection Legislation and liaise with Government agencies;

r) have an understanding of Child Safety legislation and responsibility of a mandatory reporter;

s) become familiar with and adhere to all office procedural guidelines;

t) attend professional development as requested;

u) alert Head of School to any enrolment, public relations, communications, fundraising, marketing or office procedure concerns &/or suggestions for improvement; and

v) develop an awareness of all College policies and procedure documents and ensure these are followed.

9. GENERIC WORK SKILLS & DISPOSITION:

a. Interpersonal Relationships
   • Works effectively and co-operatively with other team members.
   • Considers impact of own actions on other team members, students and parents.
   • Is committed to behaviour that reflects the Fruits of the Spirit and in a manner that fosters a positive team approach.

b. Professionalism
   • Attendance at meetings.
   • Punctuality and adhering to timelines.
   • Dress standard.
   • Engagement and contribution.
   • Adherence to code of conduct.

c. Analysis & Problem Solving
   • Breaks information into component parts, patterns and relationships whilst maintaining a sense of big picture and purpose.
   • Seeks further information or a greater understanding of a situation.
   • Uses logical and rational judgement and criteria.
   • Approach is underpinned by Christian worldview.
   • Thinks and works ethically and wisely.

d. Communication
   • Confidently represents self and the College.
   • Effective in verbal, written, and electronic communication within and outside the College.
   • Adjusts style to suit the person and the scenario.

e. Forward Thinking & Planning
   • Anticipates tasks, situations and future events taking into account the College calendar, colleagues and others.
• Manages time effectively.
• Anticipates implications due to changed circumstances.

f. **Responsibility & Accountability**
• Demonstrates initiative.
• Responds positively to accountability and direction.
• Is accountable for their decisions and individual outcomes.

g. **Adaptability**
• Adopts a flexible approach to new or changing situations.
• Is open to suggestions for doing things differently.
• Encourages others to embrace new ways of doing things.

h. **Decisiveness**
• Prepared to make decisions.
• Makes timely decisions.
• Commits to a definite course of action.
• Decisions and actions taken are appropriate to the situation.

i. **Productivity**
• Has processes to achieve required outcomes.
• Maintains quality at all times.
• Uses assigned resources to achieve desired objectives.

10. **WORK HEALTH & SAFETY:**

   a. promote a positive safety culture in the College;
   b. support the Principal in the establishment of a WHS Management System and in the carrying out of various roles and responsibilities in WHS;
   c. assist with the integration of the WHS Management System with other management functions of the College;
   d. comply with the College’s WHS policy, safe work procedures, instructions and rules;
   e. identify any unsafe behaviour, or unsafe or unhealthy conditions and report these to the Head of School;
   f. adopt risk management strategies to minimise risk of injury to people and property in the workplace;
   g. be responsible for own health and safety and for the health and safety of others in the workplace who may be affected by acts or omissions at work;
   h. cooperate with the Principal or other person so far as is necessary to enable compliance with any requirements under the *Work Health and Safety Act 2011* and the regulations that are imposed in the interests of health, safety and welfare of the College or any other person;
   i. attend WHS education and training opportunities, as provided and apply learning;
   j. report or make such recommendations as they deem necessary to eliminate or minimise any hazards of which they are aware, regarding working conditions or methods;
   k. ensure own work areas are tidy and safe; and
   l. specific WHS roles and responsibilities include:
• perform duties in a safe and responsible manner;
• comply with reasonable instructions from the Head of School to carry out a safe work procedure;
• wear supplied personal protection equipment;
• be familiar with the safety data sheets (SDS) for any chemicals used and abide by the directions therein, particularly for use and storage;
• seek approval from the Head of School prior to the purchasing of chemicals/equipment;
• do not bring unapproved chemicals on site; and
• cooperate in the annual WHS auditing process.

11. OTHER TERMS & CONDITIONS OF POSITION:

a. Confidentiality – The College’s affairs are to be treated as confidential and are not to be discussed or disclosed to unauthorised persons or entities and you must undertake to preserve this confidentiality at all times whether or not employed by the College.

b. Personal Development - You shall undertake such in-service training or other professional development seen as necessary by the College to maintain high standards and shall participate in the College’s performance review program and bring to the attention of the Head of School any needs for personal professional development.

c. Inherent Requirements - You are required to acknowledge that it is an inherent requirement of the position to conform with the doctrines, tenets, beliefs or teachings of Christianity as espoused and interpreted by the College.

d. Working Hours – Your working hours are according to the above days and times. The College may require you to work for reasonable periods out of hours in relation to extracurricular activities. Time off in lieu in exchange for these periods is to be taken within six months of the activities.

e. The terms of the Suncoast Christian College Enterprise Agreement (EA) apply to your employment.

f. The College retains the right to re-allocate or change your duties as the need arises.