



## ST. JOSEPH'S COLLEGE



### Role Description & Duty Statement

#### SOCIAL WORKER

##### OVERVIEW

All staff members of St Joseph's College are expected to uphold the Kildare Ministries and Brigidine Catholic Core Values, apply these to their work and ensure their priorities focus on quality teaching and learning, student and staff wellbeing and the careful stewarding of physical and financial resources.

Each day every member of the team exemplifies the values of hospitality, service, compassion and justice in their interactions with students, staff, families and the general public.

Our College motto "*Strength and Kindliness*" comes to life in each staff member as they demonstrate the strength to do their job well and the kindliness to undertake it with compassion.

<b>POSITION:</b>	<b>EDUCATION SUPPORT OFFICER – SOCIAL WORKER</b>	
<b>REMUNERATION SCALE:</b>		
<b>FULL TIME EQUIVALENT:</b>	<b>1.0 FTE</b>	<b>38 HOURS PER WEEK</b>
<b>LINE MANAGER:</b>	<b>COLLEGE LEADER – PASTORAL CARE</b>	
<b>PRIMARY OBJECTIVE OF THE ROLE</b>		
<p>The Social Worker provides a range of counselling and support services to students and families of St Joseph's College. This person supports the work of House Leaders and Learning Mentors to plan programs and processes to better support students and families at risk. He/she is responsible to the Assistant to the Principal: Pastoral Wellbeing and is a member of the Pastoral Wellbeing Team.</p>		
<b>MAJOR AREAS OF RESPONSIBILITY</b>		
<p>The Social Worker:</p> <ul style="list-style-type: none"><li>– Actively articulates the school's vision and mission as a Catholic school, and uses this as a wellspring in all discussion and decision-making.</li><li>– Is active as an individual, or as a team member, to work towards the success of the school's Strategic Plan, providing support, stimulus and action as necessary.</li><li>– Is available to all staff for consultation and support.</li></ul>		

- Communicates and exemplifies to staff correct procedures and processes.
- Addresses staff meetings and other forums on matters pertaining to their respective areas of Leadership.
- Contributes to the development of College policies and procedures.
- Seeks professional development to further his/her understanding of the mission of St Joseph's College.

#### STATEMENT OF DUTIES

The following duties are aligned to the areas of responsibility of the Social Worker.

#### Duties

- To provide high quality counselling and support for the wellbeing of students and their families.
- To liaise with the Principal and Pastoral Team as necessary, in order to provide a continuity of care for students and families.
- To provide innovative practice approaches to engaging and supporting students and families
- To ensure service delivery standards and targets are met within timeframes and all data input requirements and records are completed correctly and in a timely manner.
- To ensure that quality assurance processes are fully understood and implemented.
- To obtain feedback on client satisfaction with service and needs.
- To consult with and provide feedback and recommendations to supervisor.
- To process referrals and maintain accurate records.
- Attendance at Diocesan Wellbeing Support team planning meetings and attendance at Catholic Education meetings/staff development days.
- Build strong inter-agency partnerships with other local services.

#### QUALITIES AND CAPABILITIES

The effective performance of the Social Worker will be due to their demonstration of a comprehensive range of the following:

#### Attributes & Dispositions

- respect for the core values of Kildare Education Ministries as lived at St Joseph's College;
- commitment to St Joseph's College Vision;
- confidence and enthusiasm about the students;
- hospitable and timely service to all;
- compassion, objectivity and clarity when handling difficult situations;
- discretion when handling sensitive information;
- collaborative and flexible participation in professional settings;
- perseverance and patience in complex and stressful situations;
- understanding the need for mutual accountability;
- loyalty, trustworthiness, dependability and reliability;
- openness to learning in all situations.

### **Knowledge & Understandings**

- comprehensive understanding of the College's policies and procedures;
- the appropriate avenues and resources for seeking support and clarification including when handling sensitive situations and information;

### **Skills & Capabilities**

- Tertiary qualifications in Youth Work, Health Sciences, Social Work, Psychology or related discipline. Membership of Australian Association Social Workers (AASW) (or equivalent, or eligible to apply for membership).
- Demonstrate an understanding of the Identity Statement and Core Values of St Joseph's College.
- Demonstrated capacity to engage and relate to adolescents and families from various backgrounds and age groups.
- Demonstrated knowledge and competence in adolescents and family practice including contemporary methods of family and adolescent counselling.
- Demonstrate a commitment to improving pastoral wellbeing across the whole school.
- Have appropriate training in staff coaching/mentoring and/or be working towards these.
- Show capacity to provide leadership that is characterised by a desire for continuous improvement, lateral thinking and innovation.
- Have outstanding organisational and negotiation skills.
- Have a proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressure.
- Demonstrate highly developed interpersonal and communication skills and the ability to liaise and communicate effectively with people at all levels and from carrying backgrounds.
- Be able to deal sensitively with confidential information.
- Have displayed a strong commitment to teamwork.
- Demonstrated competence in project development and implementation.
- Preferred: previous experience working in a secondary school or working with teenagers in another setting.

### **RISK AND OCCUPATIONAL HEALTH AND SAFETY**

The Social Worker will:

- comply with legislated occupational health and safety practices and participate in consultative processes;
- observe safe work practices in accordance with training and instruction given;
- identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (Risks arising in the workplace may be financial, site, task or person specific or related to safety.)
- promote and implement occupational health and safety and risk mitigation processes within the College.

<b>KEY COMMUNICATIONS</b>	
<b>INTERNAL</b>	<b>EXTERNAL</b>
Principal	Parents / Guardians
Administration Team	Visitors to the College
Staff	Organisations outside the College
Students	
<b>Background &amp; Qualifications</b>	Knowledge and understanding of social work practices and processes and experience in an educational setting.
<b>Expectations of staff in Child Safe school</b>	<p>St Joseph's College Echuca is committed to creating and maintaining a child safe environment in which students feel safe and are safe. It is a condition of your employment that you be a person suitable to work with children. St Joseph's College Echuca has a Child Safety Code of Conduct and a Child Protection and Safety Policy. As a staff member of the school, you are subject to and expected to comply with the Child Safety Code of Conduct and the Child Protection and Safety Policy as amended or varied from time to time.</p> <p>The CECV Commitment Statement to Child Safety - This document outlines the system-wide commitment to providing a safe and nurturing culture for all children and young people in Victorian Catholic schools.</p>
<b>Other Requirements</b>	<p>Current First Aid Certificate</p> <p>Valid Working with Children Card</p> <p>Current Driver's License</p>
<b>Contract &amp; Conditions</b>	<p>Contract: Ongoing</p> <p>Conditions: Entitlements under the Victorian Catholic Schools Multi-Employer Agreement 2018</p>

**AUTHORISED BY:**

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**DATE:**

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