SOCIAL WORKER

The Social Worker is a member of the College Pastoral Team.

Responsible to:

The Social Worker is responsible and accountable to the Social Worker – Co-ordinator Student Wellbeing who reports to the Business Manager through the Principal.

Conditions of Service:
Core hours to be worked – 1 day per week, 42 weeks per annum

Role:

Students
- Short-term counselling of students and parents with regard to personal, social, family, educational and behavioural concerns
- Basic assessment and referral of students and families to support agencies and specialists in the community as required
- Provide support, letters and advocacy on behalf of students and families as appropriate
- Facilitate meetings with external services, family and school where required
- Assistance in the development, implementation and facilitation of appropriate educational and psycho-educational programmes for both parents and students
- Regular liaison with Year Coordinators and Executive regarding current concerns.
- Crisis management of at-risk students and development of risk management plan where necessary
- Regular liaison with Learning Support Coordinator

Staff
- Assistance in the development, implementation and facilitation of appropriate professional development programmes for staff
- Counselling of staff members as requested.

Administration and Supervision
- Maintain client files and statistics, as well as other client related administration duties
- Report statistical data and participate in research projects as required
- Participate in regular supervision sessions
- Undertake other administrative and office management tasks as required
- Weekly preparation of MDC newsletter article with focus on current/relevant issues

Development
- Liaison with support agencies and specialists in the community as required and development of MDC
- Develop and foster positive relationships with external agencies
- Attend monthly supervision sessions with clinical psychologist
- Maintain and update knowledge of current adolescent issues, with particular reference to mental health, social and educational issues through regular personal development training, courses and study

Group Work, Education and Training
- Develop and maintain a working knowledge of mental health and youth issues
- Develop and maintain a working knowledge of relevant agencies/services
- Actively liaise with relevant agencies and other service providers
- Attend staff meetings, PD training sessions and planning workshops
Other Duties
• Ability to work collaboratively as part of the Pastoral Leadership Team and contribute to a supportive team environment as well as work autonomously
• Participates in the development and review of relevant policies and procedures
• Ensure all aspects of safety relating to staff and students are considered

Competencies
• Tertiary qualifications (or progress towards) in a relevant discipline
• Demonstrated and well-developed experience in counselling of adolescents
• Demonstrated and well-developed knowledge of mental health, youth issues and relevant agencies/services
• Experience with group counselling and facilitation
• Demonstrated and well-developed skills to develop and deliver education and training
• Demonstrated and well-developed oral and written communication skills, particularly record keeping
• Knowledge of services and community resources relevant to the needs of the adolescents and their families
• Ability to work with minimal supervision.