



Raglan Area School

TE KURA A ROHE O WHAINGAROA

Job Description – Lead Counsellor

Position statement: Lead Counsellor of Hauora Team
Case Management
Liaison with Dr, Nurse, DOA, Social Worker and Contract Counsellors
Supervision of Trainee Counsellors

Responsible to: Principal / Deputy Principal / Board of Trustees

Relating to and Communicating with:

School Leaders, teachers, support staff, students, whanau, outside agencies and community groups, and your professional supervisor.

Hours of Work: Full-Time

Qualifications: Minimum Level 7 Bachelor's Degree in Counselling
Current Practising Certificate with NZAC
Teacher Registration advantageous but not essential

Primary Objectives:

1. To offer counselling opportunities to students, and families/whanau as provisionally required, working within the NZAC Code of Ethics.
2. To work collaboratively with staff in their guidance, and teaching, and pastoral care roles to create conditions in which students can meet their potential.
3. To network within and outside the school to ensure that individuals are assisted to find appropriate information and help for themselves.
4. To help to establish a safe and inclusive climate in the school, free of intolerance, harassment and bullying.
5. To act as an agent for positive change within the school community.



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Key Tasks

1. Counselling

- Triage referrals, and assign to appropriate Hauora team members
- Ensure caseloads of Hauora Team members are manageable
- Specialist advice to the school's crisis intervention team
- Facilitate group counselling sessions (e.g. grief, abuse survivors, anger management, smoking cessation, etc.).
- Keep appropriate records of counselling work, ensuring they are kept securely and confidentially.
- Case File management meetings with the Hauora Team
- Supervise trainee counsellors
- Provide professional support for the Hauora Team

2. Administration

- Complete documentation in relation to referrals to outside agencies/community groups for students on caseload.
- Development of policies and practices in relation to Hauora Team.
- Regular communication with Principal, DP's and LOL in regard to students seen.
- Provide information for SECO/Hauora Co-Ordinator to insert into school software
- Assist Hauora Co-Ordinator to compile stats for reporting

3. Liaison

- When appropriate, act as student advocate, e.g. at Board of Trustees Discipline Committee meetings, Family Group Conferences.
- Liaise with outside agencies (e.g. Child Youth and Family Services, health providers, Police, Group Special Education, Family Court, iwi/hapu organisations, etc.) for students and families on caseload.
- Attend Staff Meetings

4. Professional Development

- Participate in professional supervision
- Engage in ongoing professional development, including attending relevant training workshops and conferences
- Ensure up to date membership of NZAC or appropriate equivalent



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5. Remuneration

- To be negotiated with the successful applicant

Lead Counsellor

Principal

Date: _____

Date: _____