

## Position Description

<b>Position Title:</b>	School Pastoral Care Worker
<b>Program</b>	Schools Unit
<b>Location:</b>	Contracted School/s and CatholicCare Victoria office location/s. Travel to other locations may be required.
<b>Reports To:</b>	Team Leader, Schools Unit
<b>Award and Classification:</b>	<i>Social, Community, Home Care and Disability Services Award 2010, Level 4</i>

*This Position Description intends to describe the general scope, level of work, accountabilities and responsibilities of the position. It does not necessarily include all duties and responsibilities.*

*This Position Description may be altered in accordance with the changing requirements of the position.*

## About CatholicCare Victoria

CatholicCare Victoria is a leading and influential provider of charitable and social services in Victoria. The *Mission* of CatholicCare Victoria is to build communities that recognise and nurture the dignity of each person. Our employees share our *Mission* for a stronger, more inclusive society through supporting individuals, families and communities in times of need, especially those who are most disadvantaged, vulnerable and/or marginalised.

CatholicCare Victoria delivers excellence in a broad range of child, family and youth services, family relationship services, school counselling and pastoral care services, social housing, employment and advocacy services across various office locations and delivery sites in Victoria.

CatholicCare Victoria draws on the principles of Catholic Social Teaching to inspire and direct our endeavours. We value and respect human dignity, and embrace diversity in an inclusive work environment.

## CatholicCare Victoria Values

Values	Behaviours
<b>Respectfulness</b>	We value people for who they are and recognize what they are doing. We interact with others honestly and in a positive, considerate, and caring matter.
<b>Integrity</b>	We value the work we do. We are fair, honest, and trustworthy. We act professionally, take accountability for our actions, and keep our promise.
<b>Inclusivity</b>	We welcome everybody, working to enable everyone to feel like they belong and have a place – from a face to be seen and a voice to be heard.
<b>Collaboration</b>	We walk alongside clients, communities, and each other. We contribute to the work and lives of others so that we can all achieve our best, together.

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<b>Compassion</b>	We connect with each other's stories. We acknowledge the inherent strengths and diverse experiences of others. We act with kindness and care in all our relationships, helping each other to address our challenges in a safe and welcoming environment.
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## About Schools Unit

Schools Unit provides a high-quality counseling service to students in designated schools, consistent with the ethos, practices and protocols of CatholicCare Victoria. It promotes and coordinates the implementation of programs for students that focus on developing self-esteem, resilience, social and emotional development.

## Position Summary

The School Pastoral Care Worker facilitates supportive contact for children, families and staff, referring onto other services as required. The School Pastoral Care Worker identifies the need for programs and delivers and coordinates these programs as required. The School Pastoral Care Worker is highly involved in the school community and supports the need of parents and staff, identifies and assists in referrals, promotes communication and cooperation between schools and families and ensures a high level of service quality and delivery.

## Key Result Areas and Responsibilities

The order in which key result areas and responsibilities are listed is not necessarily significant.

Key Result Area	Key Responsibilities
<b>Facilitate supportive contact for children, families and staff, referring on when needed</b>	<ul style="list-style-type: none"> <li>• Provide a supportive environment to encourage students, families and staff to access support when needed.</li> <li>• Be available as a listening ear to students, staff and parents referring them on when necessary.</li> <li>• Working with students, families and staff within the school setting to identify common areas of need.</li> </ul>
<b>Programs for students and parents</b>	<ul style="list-style-type: none"> <li>• Identify need for programs through liaison with staff, parents and students.</li> <li>• Deliver and coordinate programs as identified.</li> </ul>
<b>School community</b>	<ul style="list-style-type: none"> <li>• Liaise, monitor, assess and respond to well-being and support needs of parents and staff.</li> <li>• Identify and assist in streamlining referral to relevant and specialist services when required.</li> <li>• Promote and enhance communication and cooperation between school and family.</li> <li>• Link in and refer school to wider community activities.</li> </ul>
<b>Organisational Contribution</b>	<ul style="list-style-type: none"> <li>• Actively support CatholicCare Victoria vision, purpose and values</li> <li>• Operate within all CatholicCare Victoria policies, procedures and practice guidelines as well as relevant legislative requirements</li> </ul>
<b>Facilitate supportive contact for children, families and staff, referring on when needed</b>	<ul style="list-style-type: none"> <li>• Provide a supportive environment to encourage students, families and staff to access support when needed.</li> <li>• Be available as a listening ear to students, staff and parents referring them on when necessary.</li> </ul>

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	<ul style="list-style-type: none"> <li>Working with students, families and staff within the school setting to identify common areas of need.</li> </ul>
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The position is required to perform other duties as lawfully and reasonably directed.

### Reporting and/or Supervision Relationships and Authority

**Reporting Relationship:**

The position reports to and works under the general direction of the Team Leader, Schools Unit.

**Position/s Reporting to:**

Not applicable

**Authority:**

The position works within established practices as outlined above.

The position is required to work within the relevant delegations policy, procedure and guidelines of CatholicCare Victoria.

### Stakeholder Relationships

**Internal Relationships:**

- Operates as a member of the Schools Unit Team
- Operates as a member of CatholicCare Victoria’s Family and community services team.
- Refers to and consults with, internal CatholicCare Victoria programs on behalf of children, families and school communities.
- Contribute to the professional development of all CatholicCare Victoria programs where appropriate

**External Relationships:**

- students, parents, teachers and principal at the schools assigned
- represents CatholicCare Victoria in external forums

### Organisational Responsibilities of the Position

**Workplace Health and Safety (WHS)**

CatholicCare Victoria is committed to the health, safety and wellbeing of employees, volunteers, contractors, clients and other people within our workplaces. The position is required to perform the responsibilities of the position adhering to the *Occupational Health and Safety Act (2004)*, in particular to:

- take reasonable care for your own and others’ health and safety within the workplace;
- take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others;
- cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace;
- report all injuries, illness, near misses or hazards as per CatholicCare Victoria policies and procedures; and
- participate in relevant health and safety training, and risk management initiatives based on position and responsibilities.

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## **Cultural Safety and Respect**

CatholicCare Victoria acknowledges the history, culture, diversity and value of all Aboriginal and Torres Strait Islander Peoples, and pays respect to their Elders past and present, as well as acknowledging future generations.

The position is required to work with Aboriginal and Torres Strait Islander Peoples in a culturally safe and respectful way.

## **Safety of Children, Young People and Vulnerable Adults**

CatholicCare Victoria is committed to the safety of children, young people and vulnerable adults.

The position is required to perform the responsibilities of the position adhering to the *Catholic Safeguarding Standards, National Principles for Child Safe Organisations, Child Safe Standards* and any other relevant standards and/or legislation.

## **Risk Management, Accreditation and Quality Improvement**

The position is required to actively participate in risk management, accreditation and quality improvement processes, procedures, systems and initiatives, including reporting risks, incidents and feedback in a timely and responsible manner.

## **Policies, Procedures and Legislative Requirements**

The position is required to undertake the responsibilities of the position adhering to all CatholicCare Victoria policies, procedures and practice guidelines and relevant standards and/or legislation including, but not limited to:

- *Employee Code of Conduct for CatholicCare Victoria;*
- Information privacy and confidentiality;
- Equal Opportunity, anti-discrimination and anti-bullying; and
- Inclusion and diversity.

## **Key Requirements**

### **Qualifications and/or Training**

1. Tertiary qualification(s) in social welfare, social work or other equivalent fields

### **Experience**

2. Previous experience working in the community services sector and/or education facility
3. Demonstrated experience in the engagement and development of therapeutic relationships with children and their families

### **Knowledge, Skills and Attributes**

4. Demonstrated knowledge and understanding of the Children, Youth and Families Act 2005
5. Demonstrated knowledge and application of child safe legislation, principles, standards and practices.
6. Demonstrated understanding of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.
7. Highly developed communication, interpersonal and facilitation skills, including the ability to confidently and concisely communicate with staff at any level of CatholicCare Victoria, allocated Schools and other health and community service organisations

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8. Demonstrated ability to identify referral sources for students and families
9. Demonstrated ability to establish and maintain service links and networks
10. Demonstrated ability to prioritize tasks and to manage time effectively
11. Demonstrated ability to work independently and as part of a team
12. Demonstrated IT skills including working knowledge of Microsoft Office suite and windows operating environment, and data entry skills

### Child Safety

13. Demonstrated commitment to the safety of children, young people and adults in a respectful and inclusive environment for all diversity groups in accordance with the *Catholic Safeguarding Standards*, *National Principles for Child Safe Organisations*, *Child Safe Standards* and any other relevant legislation.
14. Demonstrated knowledge and application of child safe legislation, principles, standards and practices.
15. Demonstrated understanding of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

### Other Requirements

- Current driver's licence.
- Current Victorian Working with Children Check.
- Current Australia-wide Police Check.
- A Statutory Declaration (provided by CatholicCare Victoria) to declare that: you have not lived overseas for more than 12 months in one country; OR if you have lived overseas for more than 12 months, that you have no criminal history overseas.
- International Police Check (where applicable).
- Disqualified Carer's Check (where applicable).
- Right to Work in Australia.

Please note, CatholicCare Victoria will conduct the Police Check/s and Disqualified Carer's Check.

It is the incumbent's responsibility to maintain a current Working with Children Check and Right to Work in Australia.

The incumbent is required to agree to undertake a Police Check every three (3) years (or earlier to comply with specific contractual or legislative obligations and requirements).

### Job Condition

The incumbent in this position is authorised to act as a family counsellor on behalf of CatholicCare Victoria in accordance with *Section 10C(1)(b)* of the *Family Law Act*.

### Signatures

This section is to be signed upon appointment:

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

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