**POSITION: Counsellor / Social Worker**

Fixed Term. Part Time.

**RESPONSIBLE TO:** HOLA Hauora, Tumuaki Tuarua: Wellbeing and Engagement

1. contribute towards the effective functioning of the school, including the relationship with

parents and the wider community.

1. attend staff, faculty and department meetings.
2. attend parent/teacher report evenings and other evenings as directed.
3. undertake staff duties around the school as rostered.

**JOB DESCRIPTION FOR COUNSELLOR / SOCIAL WORKER**

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| **Area of leadership** | **Goals** | **Outcomes** |
| Counselling  | Provide personal counselling services to ākonga as required using a variety of counselling and guidance techniques to help ākonga find solutions to their challenges. Develop ethical, respectful, positive and collaborative relationships with ākonga, whānau and staff to ensure effective learning behaviours and holistic wellbeing. Lead restorative and mediation meetings as required. Meet with whānau, kaimahi, ākonga and outside agencies to support ākonga wellbeing as required and appropriate. Maintain suitable records of referrals, counselling work and interventions that are secure and confidential. Help to establish a safe and inclusive climate in the kura. Apply the principals and Kaupapa of Te Tiriti in all elements of the roleProvide specialist advice to the kura crisis intervention team as required. Facilitate group counselling or intervention as required and appropriate. Where appropriate, act as student advocate e.g Board Discipline Committee meetings, Family Group Conferences.  |  |
| Professional liaison and responsibilities | Liaise with outside agencies in a professional manner. Maintain professional supervision and work with professional counselling supervisor. Maintain a full membership to appropriate professional organisation. Take relevant professional learning opportunities and participate responsively. Maintain current teaching registration (if a teacher). Manage relevant budgets and hardship funds equitably. Complete documentation in relation to referrals to outside agencies and community groups.  |  |