



ROLE DESCRIPTION

Social Worker

Holy Cross College is a Catholic Co-educational Pre-Kindergarten – Year Twelve College. All staff play an integral role in contributing to the Vision, Mission and strategic direction of this Catholic College community. The role of the Social Worker is to provide support to teachers and students in addressing individual student needs which may include educational, social, emotional or mental health issues.

Accountability and Collaboration

This position will provide support to all students and the Senior Leadership Team. The Social Worker will be responsible to the Vice Principal through the Assistant Deputy Principal, Inter-relationships. They will work collaboratively on a day to day basis with all members of the College Staff with particularly close association with the Assistant Deputy Principal Inter-relationships, House Co-ordinators and the Wellbeing Team.

Learning

Support Staff at Holy Cross College will:

- maintain appropriate and recognised Social Worker qualifications
- maintain an understanding of relevant legislative requirements of child protection
- keep abreast in developments in practice, guidelines and industry changes through continuous professional learning and training and be prepared to implement the same
- complete Accreditation to Work in a Catholic School in the required time
- maintain ongoing renewal of Accreditation to Work in a Catholic School
- support staff, students and parents with access to and use of College resources
- respect and support the learning and development of staff in all areas of the College
- focus on innovating and introducing new ideas to the College through a synthesis of practical ideas amongst staff
- maintain a high level of ICT skills
- maintain Senior First Aid qualification

Inter-relationships

Support Staff at Holy Cross College will:

- actively engage in the pastoral care of students
- remain approachable and treat each family/case with respect by listening to and supporting the needs of others whilst keeping the best interest of all parties in mind
- interact with staff, students and families in a way that is both professional and pastoral
- have a welcoming manner and excellent interpersonal skills
- maintain a high level of counselling and communication skills

- demonstrate skills in managing confidential information
- practise excellent time management and organisational skills
- relate to young people in an appropriate manner
- maintain high expectations of service, choices and manners through example
- be well-groomed, well-spoken and familiar with protocol and etiquette
- work as part of a team and be flexible with work arrangements
- use initiative in carrying out duties
- have the capacity to work with individuals and small groups as well as present to larger groups when required
- maintain excellent interpersonal skills and the capacity to work with a range of people

Faith

Support Staff at Holy Cross College will:

- demonstrate a commitment to the objectives and ethos of Catholic Education
- actively witness to Gospel values in the performance of all areas of duty
- proclaim the Gospel value of the dignity of each person in relationships with students, parents, staff and others related to the College
- have an understanding of the Catholic ethos and give witness to the Catholic faith to our students
- live and act in a way that respects the beliefs and practices of a Catholic community
- lead by example in the spiritual development of students by attempting to make a difference by being thankful through thoughts and deeds
- participate actively in the sacramental, liturgical and prayer life of the College
- promote and support strong and meaningful connection with St Helena's Parish

Enrichment

Support Staff at Holy Cross College will:

- recognise ongoing change in the relevant industry outside of the College through self development in contemporary practice and technological developments
- actively engage in personal, spiritual and professional learning
- be willing to positively share time, energy and talents in support of the ongoing life of the College
- abide by all College Policies and Procedures

Current Specific Responsibilities

The College Social Worker will:

- work closely with parents and school staff in dealing with individual students
- support teachers in addressing individual needs which may include educational, social, emotional or mental health issues
- respond to individual needs by the most appropriate method, which may include counselling. Areas of support may include students affected by grief, loss, family separation, mental health issues, anxiety and stress.
- provide school, group and individual level of preventative intervention
- enhance support provided by teaching staff in pastoral roles
- engage with the broader school communities eg. by providing proactive activities such as parent workshops
- play a support role in the implementation of the College's Crisis Management Plan
- be a key member of the College Wellness Team
- attend and contribute to staff meetings and committees, as required

- liaise with Non-Government Schools Psychology Services as required
- liaise with/refer to outside agencies as appropriate
- undertake regular social work supervision

Qualifications

Maintain relevant qualifications

- Maintain the appropriate and recognised Social Worker qualifications
- Accreditation to Work in a Catholic School
- Maintain a valid Working With Children Card
- Hold a current a valid National Police History Clearance as issued by the Department of Education