Business Group
Y Schools Queensland

Classification
Y Schools Queensland Enterprise Agreement 2024, Classification (enter here)

Employment Type
PPT, PFT, Fixed term, Cas

Child Facing Role
Yes ☒
No ☐

Screening Requirements
All Y Queensland employees must have a:

- *Blue Card*
- *National Police Check*

Role specific requirements:

- *Tertiary Qualification*
- *First Aid and CPR*

Reports to:
Head of School/Campus

Supervises:
N/A

Position Description

Wellbeing Counsellor

Role Purpose

Wellbeing Counsellors work to support students to improve wellbeing and reduce mental health challenges experienced by students. This is achieved through the provision of best practice psychological and counselling with individual students. In addition, they deliver evidence-based Wellbeing Group Programs, both preventative and intervention-focused, that meet the developmental and wellbeing needs of young people.

Wellbeing Counsellors form an integral part of a multi-disciplinary team who collaborate to build educational engagement and support students to overcome barriers to achieving their potential in education and beyond.

Core responsibilities of this position include:

- Conducting brief intervention counselling with individuals aimed at reducing barriers to education.
- Designing and delivering preventative and early intervention group programs.
- Developing the capabilities of staff by championing Y Schools Queensland's wellbeing framework, Thrive, including the creation of resources and training on wellbeing-related matters for staff at the campus level.
- Supporting students' learning by administering or coordinating assessments, contributing to Individual Learning Plans, Education Support Plans and informing teaching staff regarding appropriate strategies and recommendations for resourcing students with a wide range of challenges.

Your Key Responsibilities

Typical role responsibilities include, but are not limited to:

1. Counselling and Intervention

1.1 Deliver brief counselling interventions and therapeutic support to reduce barriers to education

1.2 Conduct individual counselling sessions using evidence-based therapeutic approaches and techniques.

1.3 Undertake case work practices to support students' outcomes as appropriate.

1.4 Complete comprehensive wellbeing assessments individually with young people and in consideration of their Individualised Learning Plan, to facilitate the support required to maintain engagement in education or successfully transition beyond school.

1.5 Regularly evaluate and report on the efficacy of therapeutic interventions using valid and reliable measures.

1.6 Maintain a case load of relevant students who benefit from counselling intervention.

1.7 Maintain a high level of knowledge of evidence-based counselling approaches and techniques, developmental, learning and behavioral difficulties and/or disorders.

1.8 Maintain a high level of knowledge of adolescent development, cultural awareness and contemporary education concepts and practices relevant to school counselling.

1.9 Lead and contribute to campus wellbeing triage processes, including intake, prioritisation, referral, and allocation of appropriate supports.

1.10 Maintain accurate, timely, and compliant clinical records, including case notes, assessments, and reports, in line with organisational and legislative requirements.

1.11 Develop and deliver Wellbeing group programs to students, including activating external speakers, resources and programs where appropriate.

1.12 Contribute to and operate within a Multi-Tiered System of Support (MTSS), including universal (Tier 1), targeted (Tier 2), and intensive (Tier 3) wellbeing interventions.

1.13 Conduct risk assessments and contribute to crisis response, including safety planning and escalation of high-risk mental health concerns in line with organisational procedures.

2. Collaborative Teamwork

2.1 Implement trauma-informed practices across the school environment to support the wellbeing and development of students, leading to a safe and supportive learning culture, and alignment with the Y's Thrive Policy.

2.2 Work together with all staff to provide the highest possible standard of education, support and development to students, families and wider community stakeholders.

2.3 Respond to the needs of students, their parents / carers and the wider community to ensure the quality of service meets agreed standards.

2.4 Provide specialised therapeutic interventions while working in partnership with Caseworkers, who coordinate external support and broader case management.

2.5 Support improved student engagement, attendance, and educational outcomes by addressing barriers to learning through targeted therapeutic interventions.

2.6 Build staff capability by providing practical strategies, consultation, and training to support student wellbeing in classroom and campus settings.

2.7 Provide consultation to teachers and campus leaders on strategies to support student wellbeing, behaviour, and engagement.

2.8 Contribute to complex case management processes, including multidisciplinary meetings, planning, and coordinated responses for high-risk students.

2.9 Engage families and carers in supporting student wellbeing through communication, guidance, and collaborative planning.

2.10 Deliver culturally safe and responsive counselling practices, including embedding approaches that support Aboriginal and Torres Strait Islander students and diverse communities.

2.11 Design and deliver targeted group programs aligned to identified student needs and school priorities, including preventative and early intervention approaches.

Safeguarding Children Requirements

The status for your position as either child-facing or non-child-facing is outlined on page one of your position description. The YMCA has requirements for both child-facing and non-child-facing roles which are indicated below.

Safeguarding Children - Child-Facing Roles

- Declare anything you become aware of through the course of your engagement with the YMCA which a reasonable person would consider could impede your suitability to have contact with children and young people.
- Act as an extended guardian towards children and young people where you have interactions and always take reasonable steps to prevent abuse and neglect.
- Adhere to all policies and procedures relating to safeguarding children and young people and the Safeguarding code of conduct.
- Update your details whenever these changes, with the relevant department administering the working with children check or equivalent in your state/ territory of residence, as required by applicable laws.
- Report any suspicions, concerns, allegations or disclosures of alleged child abuse/ neglect in line with procedures.

General Requirements

- Support the management of a workplace that supports diversity including gender, cultural and generational diversity; provide equal employment opportunity and foster a respectful, inclusive workplace.
- Comply with all Policies and procedures
- Maintain confidentiality of all YMCA information, records and files.
- Complete the YMCA Induction and other required training as required by organisational policy and procedures.
- Uphold, promote and comply with the policies, mission and values of the YMCA.
- Any other duties as determined by the Chief Executive Officer as required.

Health and Safety

WHS Responsibilities for All Employees / Volunteers

- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- Be familiar with the YMCA WHS Policy and other health and safety policies, procedures and requirements.
- Accept responsibility and accountability for compliance and cooperation with all WHS policies, procedures and practices established by the YMCA.
- Report all hazards, near-misses, incidents and injuries in accordance with organisation policy and procedures.

- Wear appropriate clothing, footwear and protective equipment for the work performed and work environment.
- Properly use equipment, including any relevant safety equipment or devices.
- Participate in discussions and consultation on the management and resolution of WHS risks.
- Accurately complete all required WHS documentation relevant to position and work activities being undertaken.

- Continually monitor the workplace for hazards so as to minimize the risk to both customers and staff.
- Make suggestions for improvements to health and safety practices within the workplace.
- Take reasonable care for your own health and safety and that acts or omissions do not adversely affect the health and safety of others.
- Comply with any reasonable instruction that is given by the YMCA for ensuring health and safety.

Key Physical Requirements

- Walking / standing – Frequent
- Sitting – Constant
- Driving - Occasional
- Squatting/ bending/kneeling – Occasional
- Working outdoors – Occasional
- Fine motor skills (keying, typing) – Constant
- Gross motor skills (e.g. setting up, packing up) – Occasional
- Lifting/carrying up to 10kg – Occasional

(Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

Qualifications, Licenses and Professional Registrations:

- Tertiary qualifications in counselling and/or psychology or have current eligibility for membership and compliance with either the Australian Counselling Association (ACA), Psychotherapy and Counselling Federation of Australia, or the Psychotherapy and Counselling Federation of Australia (PACFA).
- Blue Card
- National Police Check
- CPR & First Aid

Your Key Capabilities in Relation to Position

- Highly developed skills and experience in working with young people to conduct intake assessments and provide counselling support that enables students to improve their social-emotional, academic and vocational capacities and outcomes.
- Excellent interpersonal skills including the ability to work with a diverse range of internal and external stakeholders.

- Demonstrated ability to work in a culturally safe and inclusive manner, showing respect for and understanding of the diverse cultural backgrounds of clients, families, and communities, including Aboriginal and Torres Strait Islander peoples.
- Demonstrated expertise in evidence based, trauma informed practices to support young people experiencing difficulties related to mental health, development disorders, cognitive impairment and/or other similar conditions.

- Demonstrated capacity to collaborate with a multidisciplinary team environment and work across other program areas.
- Well-developed written communication skills with the ability to provide high quality professional reports and case notes. Sound computer literacy and prior experience using a range of applications.
- Currently possess, or be willing to obtain, a National Police Check and positive notice Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000.
- Achievement of YMCA's Safeguarding Children Training Certificate and complete annual refresher training.

Desirable:

- Postgraduate tertiary qualifications in psychology, counselling or education.
- Current valid driver's licence.