



## Duty Statement

<b>Position title:</b>	College Counsellor Student Support Worker
<b>Effective date:</b>	April 2025
<b>Position status:</b>	Part time 0.5 – 0.8 FTE (40 weeks per year)
<b>Days of work:</b>	Negotiable
<b>Hours of work:</b>	8:00am – 4.00pm Negotiable
<b>Weeks worked:</b>	40 weeks per annum
<b>Award:</b> <b>Agreement:</b>	Educational Services (Schools) General Staff Award 2020 Lake Joondalup Baptist College Inc. Operational School Staff Agreement

Lake Joondalup Baptist College seeks to appoint an exceptional professional, suitably qualified and experienced College Counsellor

The position is part time 0.5-8FTE negotiable, working term time.

The successful applicant will be committed to actively supporting the Christian mission of the Lake Joondalup Baptist College and should possess genuine warmth and empathy for students and have a deep commitment to providing the highest level of service to students, staff and parents.

The College Counsellor and Student Support Worker plays a vital role in fostering the holistic wellbeing of the school community. This position provides care, pastoral support, and foundational mental health services, supporting students' emotional, social, and spiritual needs. Through individual counselling, group activities, and school-wide initiatives, the role contributes to a supportive and nurturing environment.

Working collaboratively with the Primary and Secondary Student Services teams, College Community Psychologist, and College Nurses, this role is based in the Wellbeing Centre. It is a non-teaching position, suitable for accredited counsellors, chaplains, social workers, or psychologists seeking to make a meaningful impact on student wellbeing.

The College Counsellor is a member of the whole school Wellbeing committee.

This person will be committed to actively supporting the Christian mission of the Lake Joondalup Baptist College. (Further information about the College is available on the LJBC website, [www.ljbc.wa.edu.au](http://www.ljbc.wa.edu.au))

### Responsibilities

#### 1. Pastoral Care

- 1.1 Provide pastoral care and support to students, staff, and families across the K-12 school community.
- 1.2 Actively engage with students during school activities, assemblies, camps, and other events, building trust and offering a compassionate presence.
- 1.3 Support the development and implementation of College pastoral care initiatives.

## **2. Student Support**

- 2.1. Act as a referral point for students experiencing friendship concerns and low-level anxiety who may need someone to speak to.
- 2.2. Provide a safe and supportive environment for students to discuss personal challenges, fostering resilience and wellbeing.
- 2.3. Work collaboratively with Pastoral Care, Wellbeing, and Learning Support teams to identify and assist students requiring further intervention.
- 2.4. Assist in developing and implementing proactive strategies to support students' emotional and social wellbeing.
- 2.5. Facilitate small group sessions or workshops on topics such as managing stress, building positive relationships, and self-care strategies.

## **3. Mental Health Support**

- 3.1 Provide short-term, solution-focused counselling to students in need of emotional and mental health support.
- 3.2 Work collaboratively with the College Community Psychologist to develop and implement basic mental health awareness programs and initiatives across the school.
- 3.3 Assist with triage and referral processes, ensuring students with higher needs are directed to appropriate professional services in a timely manner.
- 3.4 Contribute to student wellbeing plans and interventions as part of a multidisciplinary team approach as necessary.

## **4. Program Coordination and Development**

- 4.1 Support the planning and delivery of Health and Safety education, formation activities, and service projects in the school community.
- 4.2 Assist in coordinating events and programs focused on student mental health and wellbeing, including Mental Health Awareness Days/Week and other initiatives.
- 4.3 Work with teaching staff and the leaders to integrate wellbeing and safety into the curriculum and school activities.
- 4.4 Develop and maintain resources for students and families related to wellbeing, good mental health, resilience, and personal growth.

## **5. Community Engagement**

- 5.1 Build strong, positive relationships with students, staff, families, and the wider school community, fostering a sense of belonging and support.
- 5.2 Serve as a liaison between the school and like community organisations, strengthening the school's connection with external support networks.
- 5.3 Partner with the Head of Secondary/Primary and Student Services teams and the Community Psychologist in parent education initiatives and community information sessions.

## **6. Compliance and Professional Development**

- 6.1 Maintain accurate and confidential records of student interactions in accordance with school policies and professional guidelines.
- 6.2 Adhere to child protection, privacy, and mental health protocols, ensuring the safety and wellbeing of all students.
- 6.3 Engage in ongoing professional development related to counselling, chaplaincy, pastoral care, and mental health support.
- 6.4 Participate in team meetings, reflective practice sessions, and supervision with the Community Psychologist and Student Services Teams.

## **7. Other duties**

- 7.1 Actively participate in the extra curricula program of the College.
- 7.2 Attend after school and evening meetings and events and undertake duties related to role in the Primary School.

- 7.3 Liaise with Associate Principal Head of Secondary, teachers, school support services and other professionals, including the College Community Psychologist and well-being personnel.
- 7.4 Other duties as requested by the Associate Principal Head of Secondary and Head of Primary and the College Principal.

### **Professional Review:**

The Duty Statement description as outlined above is intended as a framework for professional review.

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### **Qualities and Skills**

- Ability to maintain confidentiality
- Ability to establish and maintain effective working relationships with staff, supervisors, students and parents
- Able to work collaboratively in a collegial environment
- The successful applicant will have excellent interpersonal and professional qualities, including compassion, strong written and oral communication skills, initiative and ability to work as a team member.
- The successful applicant must be a committed, practising Christian.

### **Qualifications/Requirements**

- Relevant qualifications in Social/Youth Work, Chaplaincy, Pastoral Care Theology, Pastoral Care, Counselling, or a related field registration certified by the Australian Health Practitioner Regulation Authority (AHPRA)
- Current CPR and Senior First Aid competency
- Current WWCC
- Current National Police Clearance
- Current or willingness to complete Mental Health First Aid and Gatekeeper Suicide Prevention Training and Trauma informed practices

### **Essential Selection Criteria**

1. An ability to develop positive relationships with students, staff, parents, and representatives of associated services to create and manage effective environments and opportunities which enhance student wellbeing and individual outcomes, based on mutual respect.
2. Ability to maintain confidential, accurate, up to date and detailed records.
3. Commitment to professional learning and continual improvement.
4. Strong verbal and written communication skills.
5. A committed Christian and an active member of a church.

### **Commencement date**

April 2025

Paul Sonneman-Smith  
College Principal

March 2025

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### **How to apply and additional information**

Please visit the Employment section on the College website

<https://www.ljbc.wa.edu.au/Employment.php> and refer to the section 'Application Information'.

Please read through the information

- ✓ Staff Code of Conduct Policy
- ✓ Statement of Faith
- ✓ Employment Collection Notice
- ✓ Employment Application Form

All applications must be submitted with a completed Employment Application Form, this is available for download on the Employment page.

**Please ensure that you have included the following documentation in your application as outlined below:**

1. Employment Application Form
2. Covering letter
3. Written response to the Essential Selection Criteria
4. Resume
5. Contact details of two professional referees
6. Certified copies of qualifications and academic transcripts
7. Nationally Coordinated Criminal History Check through Department of Education (Western Australia) less than six months old, or undertaking to apply prior to commencement
8. Working with Children Check, or undertaking to apply prior to commencement
9. A written reference from your Pastor/Minister

Please submit your application by email and in **PDF Format** to: [HR@ljbc.wa.edu.au](mailto:HR@ljbc.wa.edu.au)

All applicants will receive a return email confirming that their application has been received by the College. If you have not received this email within two days of sending your application, please contact Human Resources on 9300 7444.

**Please note that only applicants who are shortlisted for interview will be contacted.**

**Closing date for applications:** 4pm, Friday 28 March 2025