



Pastoral Case Manager

Position Description	
Position Title:	Pastoral Case Manager
Reporting Relationships:	Responsible to the Deputy Principal - Wellbeing through the Director of Counselling
Direct Report (If Applicable):	Pastoral Case Workers & Cultural Engagement Liaisons
FTE & Position type:	Part Time, Ongoing
Classification Level:	Education Support Employee – Level 4, Category C under the VCMEA 2013 & MOU 2017
Campus Location	Berwick, Officer and Beaconsfield

Mission:

I am the Way, the Truth and the Life (John 14:6)

St Francis Xavier College is a Catholic community that is educative and supportive of the whole person. We have a clear purpose: the individuals' development of competence, conscience and compassion formed in the Christian tradition in light of the Scriptures; one who is guided by a sense of Christian faith, hope and love who will be of service to the world. We recognise God's presence in our lives by being a living witness to Jesus, celebrating and pursuing excellence and by living courageously with optimism and respect for the dignity of all.

Role Summary:

The Pastoral Case Manager is responsible to the Deputy Principal Wellbeing through the Director of Counselling. The Pastoral Case Manager is a member of the College Wellbeing Team and liaises closely with the College Student Counsellors, the College Deputy Principals, Directors of Students, Heads of House, Learning Culture Leaders and Care Group Teachers. They will oversee and lead the Pastor Case Workers and Cultural Engagement Liaisons.

Key Duties & Responsibilities:

- Manage team members to ensure exceptional support for families in crisis
- Ensure team members are keeping detailed records of services provided
- Liaise with Director of Students in regard to caseloads and counselling support for students
- Work across all campuses to support team members and families
- Actively promote the ethos and vision of the College, both within the College and the local parish community
- Maintain prayerful support of those families or family members in the College community who require such support
- Work closely with all College personnel to promote a Catholic environment in the College
- Liaise and communicate regularly with Deputy Principal (Head of Campus), Director of Students and Heads of Houses regarding families in crisis
- Make home visits where necessary, assisting families to connect with the College in their home environment
- Communicate with relevant teachers about the most effective ways of supporting the children of families currently in crisis

- Promote the wellbeing of students and their families in crisis through counselling and/or referring to college counsellors and/or specialist health care providers
- Work with the Deputy Principal – Wellbeing to develop opportunities to promote student wellbeing for at-risk students in the areas of Primary Prevention, Early Intervention, Intervention, and/or Restoration of Wellbeing
- Support students in working with external agencies such as Victoria Police, Youth Justice, Corrections Victoria and provide support for students negotiating the justice system.
- Oversee the provision of financial support in the form of books and uniform in a timely manner to approved students
- Maximise external funding by administering CSEF forms
- Communicate with all families who require welfare support on an annual basis
- Other duties as directed by the Principal or Executive Team

Skills and Knowledge:

- Relevant qualifications, combined with relevant counselling experience
- Ability to manage and lead a team
- Demonstrated high level interpersonal and communication skills, with a proven ability to consult, counsel and liaise with a wide range of people from culturally diverse backgrounds
- Proficient in the use of Microsoft Office products and computer systems
- Demonstrated ability to work with minimal supervision and effectively monitor and coordinate a workload which may consist of multiple tasks of varying priorities
- Demonstrated ability to negotiate and resolve sensitive issues in a confidential manner
- Clear and effective written and verbal communication skills
- Strong attention to detail and ability to provide accurate data
- Demonstrate high levels of discretion and professional judgement
- Highly developed organisational skills with the ability to manage competing priorities
- Commitment to occupational health and safety
- Capacity to understand and comply with relevant College policy and government legislation
- An understanding of and commitment to Catholic education

Additional Requirements:

St Francis Xavier College is committed to developing a culture to maintain the safety of each student in our care. At St Francis Xavier we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at St. Francis Xavier College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct

- Current Working with Children Check
- National Police Record Check
- Current Drivers licence and access to a vehicle

Last Updated:

2 October 2018