

DIOCESE OF LISMORE

CATHOLIC SCHOOLS OFFICE

POSITION DESCRIPTION

General Description

Position Title:	Education Officer – Pastoral Care
Service Stream:	Directorate
Accountable to:	Pastoral Care Consultant
Accountable for:	Nil

Overall Purpose of the Position

The position of Education Officer – Pastoral Care is pivotal to the Mission of Catholic Education in the Diocese of Lismore. Situated within the Catholic Schools Office Directorate, and working in close conjunction with the CSO Pastoral Care Consultant, this role will support the Pastoral Care Consultant in the implementation of the Pastoral Care Framework, to strengthen existing Pastoral Care and wellbeing initiatives across schools in the Diocese.

Key Tasks and Responsibilities

The Education Officer – Pastoral Care will work collaboratively with the Pastoral Care Consultant and school communities to:

1. Support the Pastoral Care Consultant with the embedding of the Pastoral Care Framework and associated initiatives related to pastoral care and student wellbeing in Catholic schools.
2. Engage with the school improvement processes, i.e. 'roundtable planning conversations' to help inform schools' annual planning priorities in the area of pastoral care and wellbeing for students, staff and families as required.
3. Provide expert, timely professional and practical advice to schools in relation to the physical/emotional/psycho-social and spiritual wellbeing of students and of school communities. This may include assisting with critical incident management and support with mental health issues as required.
4. Support school counsellors in their efforts to provide appropriate, quality individual counselling, group work and professional learning for staff as required.
5. Support schools identifying appropriately qualified external support for students and families with high-level needs.
6. Advise of appropriately evidenced based resources to support the safety care and wellbeing of students in schools.

7. Contribute to the further development of the Education Officer – Pastoral Care role as determined by the Pastoral Care Consultant and identified school needs within assigned clusters.

Qualifications and Skills Required (Selection Criteria)

- A commitment to the ethos, values and mission of Catholic education.
- A relevant qualification (in Education, Psychology, Social Science, Theology, Pastoral Care etc.)
- Demonstrated successful experience working with children or young people in a pastoral care, wellbeing, mental health or related field.
- Sound knowledge of the key principles underpinning risk and critical incident management, along with evidence of operational capacity in this area.
- A broad understanding of mental health, suicide post-vention and the impact of trauma on school communities.
- The ability to work collaboratively as a highly effective team member in the Directorate.
- Compliant with or proceeding towards compliance with *Accreditation to Work, Teach and Lead as prescribed by the Bishops of NSW*
- Working knowledge of WH&S and equity in employment and a demonstrated capacity to apply related principles and policies.

Conditions of Service

Employment Type:	Full-time/part-time
Hours of Work:	35 hours per week
Tenure:	Permanent (5 year recurring contract)
Location:	Catholic Schools Office, Lismore
Industrial Instrument:	<i>Fair Work Act 2009</i>
Remuneration:	

This Position Description is a reflection of duties and responsibilities at a point in time and is not exhaustive. This Position Description is subject to change as required to meet the needs of Catholic education in the Diocese of Lismore.