

# Role Description



## Community Education Counsellor (Generic)

Job Ad Reference	
Job Evaluation No.	<b>16773</b>
TRIM No.	<b>16/280265</b>
Work Unit	<b>State Schools and State Secondary Schools State Schools Division</b>
Location	<b>Various locations throughout the State</b>
Classification	<b>CEC 1-3 Teaching in State Education Award – State 2016 - subject to the qualification/s held by the successful applicant. 21 hours per week Temporary Part-time</b>
Job Type	<b>Temporary period until 7 December 2018 unless otherwise determined</b>
Salary Range	
Contact Officer	<b>Business Services Manager</b>
Contact Telephone	<b>4729 9047</b>
Closing Date	<b>4 August 2017</b>

## Your employer

The Department of Education and Training (DET) is committed to ensuring Queenslanders have the education and skills they need to contribute to the economic and social development of Queensland. The department delivers world class education and training services for people at every stage of their personal and professional development. We are also committed to ensuring our education and training systems are aligned to the state's employment, skills and economic priorities. DET is a diverse organisation with the largest workforce in the state. We provide services through the following service delivery areas:

- State Schools Division delivers high quality education to more than 70 percent of all Queensland school students at prep, primary and secondary levels.
- Training and Skills Division works to meet the current and future needs of the economy through building a world class training system to enhance the skills of Queenslanders and optimise employment opportunities. The division achieves this through the regulation of the state's apprenticeship and traineeship system, strategic investment in training and skills, informing consumers, supporting a quality Vocational Education and Training (VET) sector and providing whole of government leadership on training and skills issues.
- Policy, Performance and Planning Division takes a strategic approach to driving the business of the portfolio, across, schooling, training and employment, early childhood, education and care and Indigenous education policy. The division engages in policy development and intergovernmental relations, legislation, governance and planning, and monitors and reviews the department's performance framework.
- The Early Childhood and Community Engagement Division is responsible for the strategic management and implementation of early childhood reforms, coordination of early childhood education and care programs, approval and regulation of services, supporting assessment and ratings and the quality improvement for all early childhood development and education services in Queensland. The Division is also responsible for the department's community engagement and communication priorities with a specific focus on working with stakeholder to meet government goals, commitments and targets.



State Schools Division is responsible for ensuring Queensland state school students are engaged in learning, achieving and successfully transitioning to further education, training and work.

State Schools Division develops the strategic direction for state schools, supported by operational policies and ensuring their implementation in regions and schools.

Schools are the focus of expertise in learning. They perform a vital role in providing opportunities to students to acquire knowledge and understanding, pursue special interests, strive to achieve excellence and develop social and vocational skills. Their core business is providing a learning program for students to achieve system wide and school based learning outcomes. Schools also aim to facilitate and support participation among parents, students, administrators, teachers and others in the school community and between the school and departmental support structures.

For more information about the department, please visit our website at [www.det.qld.gov.au](http://www.det.qld.gov.au)

## Your opportunity

---

As the Community Education Counsellor (Generic) you will:

- Provide educational counselling and support services within specific secondary school/s to ensure that the best possible assistance services are available to Aboriginal and/or Torres Strait Islander secondary students and communities.
- Provide cross cultural awareness training to the broader school community.

The Community Education Counsellor (Generic) reports to the school Principal or delegate.

## Your role

---

You will have responsibility for leading the following activities and undertaking the following key tasks:

- Provide educational counselling and support services to Aboriginal and/or Torres Strait Islander secondary students within a specified school.
- Participate in the development of activities, in and out of school, likely to enhance the involvement in education of Aboriginal and Torres Strait Islander students and their families.
- Develop and undertake support service programs designed to meet the needs of the school/s that will encourage the educational participation of Aboriginal and/or Torres Strait Islander secondary students.
- Establish and maintain links with out of school sources of information and support services to assist in the advancement of Aboriginal and Torres Strait Islander secondary students.
- Provide information to the school community about Aboriginal and/or Torres Strait Islander social and cultural perspectives.
- Utilise, in an accountable manner, state and commonwealth funded school based programs that focus on Aboriginal and/or Torres Strait Islander secondary students and communities.
- Provide advice and information to school administrators regarding Aboriginal and/or Torres Strait Islander social and cultural protocols in order to meet the needs of schools and their communities.
- Ensure that relevant information concerning Aboriginal and/or Torres Strait Islander social and cultural issues is readily available to all members of the school community.
- Participate in activities to develop productive partnerships between members of the school community.

## How you will be assessed

---

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

### 1. Supports strategic direction

Ability to apply Aboriginal and Torres Strait Islander social and cultural protocols in a variety of individual and group settings to young people and adults.

### 2. Achieve results

Ability to provide appropriate counselling and other support services to Aboriginal and Torres Strait Islander young people and adults.

**3. Supports productive working relationships**

Ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander people.

**4. Displays personal drive and integrity**

Demonstrated ability to develop and present training programs.

**5. Communicates with influence**

Possession of appropriate interpersonal skills and an ability to apply interpersonal skills in a cross cultural context.

---

**Additional information**

- The duration of this position will be dependent on work demands and the availability of ongoing funding.
- Whilst not mandatory, to determine the level to which the applicant is to be appointed to, possession of the below qualifications is highly desirable:
  - Possession of a community/social welfare or similar degree from a recognised tertiary institution or equivalent qualification that, in the opinion of the Director-General of Education and Training or delegate, is acceptable as eligible for appointment at Level 3 Step 1.
  - Possession of an Associate Diploma qualification applicable to the field of community/social welfare from a recognised tertiary institution or equivalent qualification which, in the opinion of the Director-General of Education and Training or delegate, is acceptable as eligible for appointment at Level 2 Step 1.
  - An applicant who does not possess an Associate Diploma, or Diploma, or Degree is only eligible for appointment at Level 1 Step 1.
- Travel and overnight absences from base may be required of this position.
- The *Child Protection Reform Amendment Act 2014* requires the preferred applicant to be subject to a working with children check as part of the employment screening process. The department is legally obliged to warn applicants that it is an offence for a disqualified person to sign a blue card application form. Further details regarding the blue card system is available at: [www.bluecard.qld.gov.au/](http://www.bluecard.qld.gov.au/)
- Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card from the Public Safety Business Agency (PSBA).
- A criminal history check will be initiated on the successful applicant.
- A serious discipline history check may be initiated on the successful applicant.
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
- You may be required to complete a period of probation in accordance with the *Public Service Act 2008*.
- Staff are required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the department.
- You will work for an organisation that values its people and promotes leadership and innovation. We respect professionalism, embrace diversity and encourage a balance between work and life commitments.
- Departmental employees are required to acknowledge they understand their obligations under the Queensland Government *Code of Conduct* and the department's *Standard of Practice* and agree to align their professional conduct to these obligations.

- All roles in the department are responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (for example email, internet and telephone) and public resources (for example computers and network resources). Staff must undertake these tasks in accordance with the department's information management policies and procedures (for example recordkeeping, privacy, security and email usage).
- You will be actively supported as an individual and will have access to a range of flexible work options, an employee assistance program and learning and development opportunities.
- All role descriptions and recruitment and selection processes are required to be aligned with the Queensland Government Capability and Leadership Framework (CLF). For more information about the CLF, visit [www.psc.qld.gov.au](http://www.psc.qld.gov.au)
- Additional information is available online at: [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au)

g:\6618\_hr-talent\5776-wps\position descriptions\1. 2016 activity\2016 rd folders\16700-16799\16774\cec1-3, community education counsellor (generic).docx  
 JEMS Approval Date: Oct 2016  
 JEMS: 16773  
 Position No.: Various  
 TRIM: 16/280265  
 JEMS codes are: E-2+c= 101 C=3+ 72 D-1=c+ 88 Service/Support Total Score 261 (CEC3)  
 D+2=c- 76 C=3= 66 C=1=c= 58 Service/Support Total Score 200 (CEC2)  
 D=2-b+ 66 C-3- 54 C-1=c- 50 Service/Support Total Score 170 (CEC1)