

 LOVE OF LEARNING   AROHA NUI KI TE AKO	HOME TO   CURIOUS MINDS GLOBAL THINKING
 RESPECTFUL RELATIONSHIPS   WHANAUNGATANGA	HOME TO   A SENSE OF BELONGING FEMALE STRENGTH
 FAITHFUL STEWARDSHIP   KAITIAKITANGA	HOME TO   COURAGE, COMMITMENT AND CITIZENSHIP SECURING OUR FUTURE

## Description of Services

## Mental Health Nurse / Counsellor

### Directly reports to:

Principal

### Functional relationships with:

Doctor and Senior Leadership Team  
School Nurse / Health Centre staff  
Boarding Staff  
Deans  
Staff  
Students  
Parents and caregivers

### Hours:

During Term Time only  
Hours negotiable, minimum 20 per week

### Remuneration:

Negotiable / dependent upon qualification

### Tenure:

Contracted Service or part-time employee

### Strategic Aims:

- *Strategically align our systems, policies and procedures with current research and best practice to enhance the mental and physical wellbeing of all members of our community.*
- *Provide a nurturing, safe, inclusive and positive environment that honours and respects gender, cultural and ethnic diversity.*
- *Support and enable young women to establish a sense of purpose and connectedness to Woodford House, to whānau, to friends and the community.*
- *Foster respectful relationships that enable all members of our community to shine their light.*

## Purpose of the Role

To understand the developmental aspects of adolescence, have experience in dealing appropriately with the stresses and mental health issues in teenage girls and have empathy for those living away from home.

To provide needs and risk assessments and solution-focused short term interventions, assisting girls to understand and take responsibility for their mental and physical health and emotional well-being.

To provide support and guidance to staff if/as required.

The Mental Health Nurse / Counsellor will:

- Provide students and staff with professional counselling services that are easily accessed for approximately 20 hours per week (hours to be discussed). This may include the provision of short-term therapy, problem solving, mediation, skills development, individual or group counselling and crisis intervention.
- Assist students to understand and take responsibility for their mental and physical health and emotional development.
- Maintain client confidentiality except if it was necessary to prevent or lessen a serious threat to public health or public safety; or the life or health of the individual concerned. These will be immediately reported to the Principal.
- Keep all written client records in a secure place.
- Act as consultant and resource person in the School community.
- As requested, provide education, support and workshops for staff, students and parents. The Mental Health Nurse / Counsellor will attempt to keep these times within the allocated hours per week. The Principal will approve any additions to this.
- Liaise with and refer to external agencies, such as CAFS, where an assessment indicates a need for this.
- Maintain professional membership and registration with the New Zealand Association of Counsellors (NZAC), or similar nursing professional association, and comply with their Code of Ethics.
- Maintain involvement with professional networks.
- Attend professional supervision every four weeks with a qualified supervisor.
- Prepare mid and end of year reports for the Boards via Principal and copied to the Deputy Principal-Student Wellbeing.
- Be in the direct reporting line to the Principal but also meet, as the need arises, with the Deputy Principal-Student Wellbeing and report on issues of legality and safety.
- Recognise the role of parents/caregivers and will seek and encourage the involvement of parents/caregivers and the family General Practitioner where appropriate in the services provided, except where privacy and/or safety requirements prevent it.
- Provide information to the Principal and/or parents to ensure that student safety is paramount or if legal issues present themselves.