

POSITION DESCRIPTION – General Staff For levels 6/7 and above

Position Title: University Counsellor Level: 8/9
Faculty/Division: Academic Services Division Department/Location: Student Support & Peer Learning

Primary purpose of the position:

Provide personal counselling services and other programs to students and staff of the University and to assist in the development of comprehensive approaches which strengthen the UOW community's engagement in building a culture of community, service, excellence, academic achievement and scholarship, well-being, and resilience.

Position Environment:

Counselling Services is part of the Student Support and Peer Learning Unit of ASD which provides a range of services, programs and resources that facilitate student and staff transition into and through the University learning environment and foster engagement, progress and retention.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of Time	Office Use Only
1.	Provision of personal counselling service to students and staff of the University for educational, psychological, social and professional concerns.	Student progress and retention; Staff retention	70	
2.	Administration associated with personal counselling.	Maintenance of records to comply with Unit and legislative requirements.	10	
3.	Provision of preventative and educational programs and activities for mental health and wellbeing promotion for students and staff; and contribution to the development of such programs, websites and resources where appropriate.	Retention and progress.	10	
4.	Collaborative participation in peer review and supervision meetings and professional development programs, as well as fostering community links to assist with referrals where appropriate, and improve student outcomes.	Maintenance of professional standards in practice.	5	
5.	Provide input into the development of policies, processes and strategies to assist UOW services and units to respond with increased effectiveness and evidence based practice to mental health issues that arise in university settings.	Maintenance of professional standards in practice.	5	
6.	Observe principles and practices of Equal Employment Opportunity.	To ensure fair treatment in the workplace.	Ongoing	
7.	Have WH&S responsibilities, accountabilities and authorities as outlined in the document at http://staff.uow.edu.au/ohs/commitment/responsibilities/	To ensure a safe working environment for self & others.	Ongoing	

Reporting Relationships:

Position Reports to:	Associate Head, Student Support and Peer Learning
The position supervises the following positions:	N/A
Other Key Contacts:	Director, Student Support and Peer Learning

Key Relationships:

Contact/Organisation:

Units within Student Support and Peer Learning
Faculty staff

Dean of Students

Purpose & Frequency of contact

Liaison and cooperation in provision of services

Liaison on student/staff difficulties and provision of special consideration assessments where necessary

Referral for advice

Key Challenges:

1. Provision of service to a diverse client group
2. Provision of services for a wide range of presenting problems, assisting and dealing with an increase in serious mental health issues and complexity and challenging presentations and behaviours.
3. Provision and intersection with other units for a range of educational experiences that enhance student involvement for deep engagement and learning maturation/development to build resilience, personal and professional skills.

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Knowledge and appreciation of student psycho-social development and learning process in the context of university education.
- Demonstrated excellence in assessment of psychosocial difficulties, the provision of counselling interventions, crisis and risk management, confidentiality, boundaries, records and case management.
- Ability to develop and provide, or assist in providing programs and resources to coach well-being, personal development, resilience and improved student engagement through the whole spectrum of mental health needs in an organisational setting.
- Demonstrated excellence in negotiation and communication skills and proven ability to liaise with a diverse range of people both within and external to the University.
- Demonstrated skill in communicating, negotiating and resolving complex and sensitive issues on behalf of clients.
- Demonstrated sensitivity, awareness and competence for cross cultural, ethnicity, sexual preference and religious preference and their intersection with mental health issues.

Desirable:

- Knowledge of University institutions and procedures.

SELECTION CRITERIA - Education & Experience:

Essential:

- Tertiary qualification in Psychology or Social Work: For psychology full AHPRA registration; for Social Work, eligibility for membership of Australian Association of Social Workers.
- Masters or equivalent professional experience and expertise in counselling, psychology or social work.
- Extensive experience and proven track record in counselling in a tertiary educational setting.

- Enthusiasm for and experience developing and conducting well-being programs, workshops, website and other technological assisted programs.

Desirable

- Experience conducting personal development programs

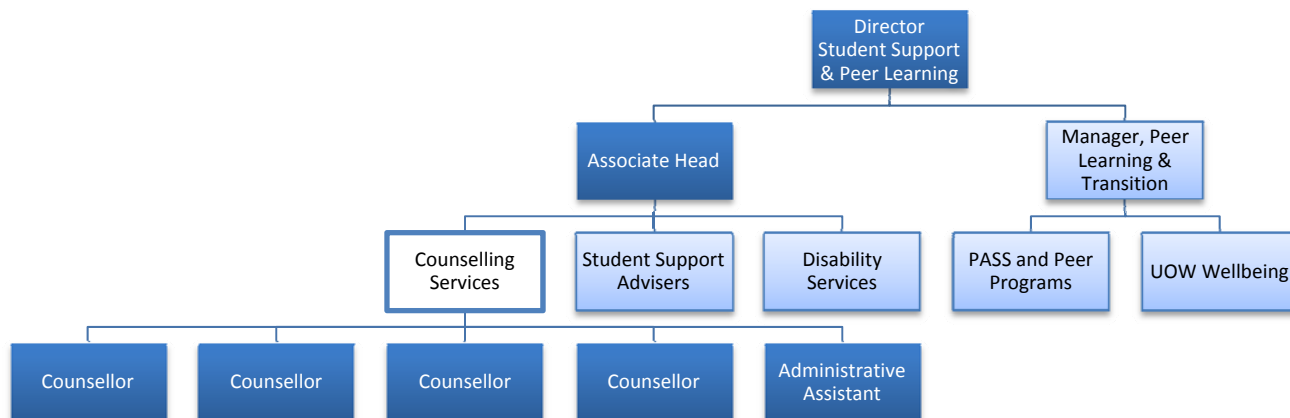
Personal Attributes:

Demonstrated capacity for teamwork, diplomacy and an ability to work in a self-directed and professional manner.

Special Job Requirements:

- Ability to travel to other UOW locations to provide counselling services as required.
- Restriction on recreation leave during peak periods may apply.
- May be required to work additional hours during peak periods
- This position has been classified as "child-related employment". In accordance with relevant legislation, prohibited persons are not permitted to apply for positions that are classified as "child-related employment". Accordingly, candidates will be required to undertake a Working with Children Check as part of the recruitment process.

Organisational Chart:



Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____