

POSITION DESCRIPTION

Title: Student Counsellor

Classification: HEW 7

Reports to: Registrar

Direct reports: None

Issue date: March 2019

JOB PURPOSE

This position is a standalone role responsible for the delivery of appropriate counselling services to enrolled students of the National Art School.

STATEMENT OF DUTIES

- provide individual and group counselling to students on a range of issues affecting educational progress including study difficulties, personal matters and mental health issues
- provide the following services to academic staff and management:
 - educational consultancy and advisory service to academic staff on student, classroom or course related matters
 - identifying and reporting/recommending to management on broad trends, issues and concerns relevant to students, educational programs and/or the School
 - design and conduct staff development programs in specialist areas as appropriate
 - liaise with staff about student issues, advising on special consideration cases.
- Conduct individual or group information sessions for students on educational, vocational and financial issues.
- Conduct risk assessments as required and make recommendations to management on findings.
- Conduct psychological tests where appropriate.
- Provide support on matters of conflict with other students and staff.
- Conduct relevant surveys and investigations.

- Liaise with Show Cause Committee as required.
- Provide statistical reports to the Registrar at the end of each semester.
- Undertake appropriate professional and administrative functions including recordkeeping of case notes and maintenance of confidential files.
- Liaise with a wide network of appropriate educational, mental health and community agencies for the referral of students and to maintain specialist knowledge.
- Ensure professional standards, confidentiality, ethics and the requirements of relevant legislation are maintained.
- Maintain registration as a Psychologist with the Psychology Board of Australia.

SELECTION CRITERIA

- Qualified as a Psychologist and registered with the Psychology Board of Australia.
- Counselling experience and qualifications in relevant areas. Experience and knowledge of the Higher Education sector and familiarity with current developments in this area.
- Excellent interpersonal, verbal and written communication skills.
- Demonstrated ability to work in a team environment and independently.
- Demonstrated counselling and group work skills, including crisis work and psychometric assessment.
- Ability to work with issues directly related to students studying in the Higher Education sector, emerging client populations and minority groups.
- Knowledge of and commitment to ethical practices, EEO and WH&S policies