

POSITION PROFILE

Counsellor

Student Success and Educational Excellence

Position Number	7575
Position Classification	Professional Level 7
Location	Sydney Campus Ability to travel to regional and remote locations Some out of hours work may be required to assist those students unable to obtain release from their full-time work obligations 1.0 FTE
Reporting to	Team Leader Counselling
Special Provisions	National Criminal History Check, NT Working with children clearance
Required/Desired Qualifications	Qualifications and professional body membership in Social Work, Psychology, or Counselling (AASW, APS, APHRA, PACFA, ACA)

Purpose of the Position

Free and confidential short-term individual counselling sessions and regular group wellbeing sessions are available to all students experiencing personal, family, mental health, or wellbeing concerns that are affecting their study. The Counsellor will carry out functions related to counselling, groupwork and outreach as well as triage and intake processes.

The Counsellor will develop, facilitate, and contribute to wellbeing-based projects and support at the Sydney Campus, including supporting the Safer Communities Specialist Counsellor with local implementation of activities.

Duties

The following accountabilities are not exhaustive and may include others as directed from time-to-time:

- Undertake trauma informed counselling intake, triage and counselling functions, including assessment of suitability, safety, urgency, and referral options, liaising with CDU staff and external services as required.
- Provide best-practice evidence-based individual and group counselling, using theoretically sound, evidence-based approaches that adhere to the relevant professional standards, for CDU students of all study modes, via face-to-face, telephone and online modalities.
- Undertake outreach activities targeted but not limited to our Sydney campus, using theoretically sound, evidence-based approaches that adhere to the relevant professional standards.
- Develop, facilitate, and deliver wellbeing-based events and activities at the Sydney campus to promote campus wellbeing and inclusion, including but not limited to the delivery of Safer Communities activities aimed at addressing gender-based violence in university settings.
- Appropriate crisis intervention as relates to need, context, scope, and resources of CDU's counselling service.
- Actively contribute to team, divisional and organisational initiatives, and strategies, including attendance at meetings, input to programs and initiatives, presentations and reports, and mutual collegial support.

Occupational Category		Industry Subdivision	
Industry Class		Manager Category	

Key Selection Criteria

Essential competencies

- Completion of a relevant degree (e.g., Psychology, Social Work, Counselling) and registration or eligibility for registration with the relevant Professional Association.
- Extensive Counselling and group work experience along with highly developed interpersonal skills that include the ability to communicate effectively within a cross cultural environment comprising both students and staff in a tertiary education context.
- Demonstrated commitment towards maintaining high professional standards including the capacity to maintain client confidentiality and knowledge of the relevant legislation within which the University operates.
- A capacity to work in an ethical and professional manner, working independently as well as part of a team.
- Proficient in using a diverse range of computer software, including office management packages, and client management systems.
- Ensure professional judgments are ethical and non-discriminatory adhering to relevant legislation, CDU policies and procedures and the relevant Professional Association guidelines for professional conduct.

Skills

- Applied theoretically sound, evidence-based counselling skills and approaches that adhere to relevant professional standards, via face-to-face, telephone and online modalities.
- Maintain professional case notes, files, and practices in accordance with industry standards and guidelines of your professional body (AASW, APS, PACFA, ACA).
- Maintain current Professional Association membership, professional knowledge, and standards of practice.
- Maintain working knowledge of issues in the higher education sector, especially in student safety and wellbeing, key legislation, policies and procedures of relevant systems and technologies, and available supports that underpin the team's activities and enhance the student experience.

University Expectations

- Contribute to the efficient and effective functioning of their team or work unit to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours under the Code of Conduct – Staff, assisting team members if required, and undertaking other key responsibilities or activities as directed by one's supervisors.
- Demonstrate and promote the University Values, ensuring all workplace behaviour is appropriate in all workplace settings, proactively calling out inappropriate behaviour.
- Read, understand, and comply with all University policies and procedures.
- Undertake risk management and actively support and participate in the risk management processes adopted by the University, which include identifying, analysing, and evaluating risks that may impact the University.
- Work at and travel between other University campuses or to other locations occasionally as may be required during employment.
- Complete all mandatory training as required by the University.
- Demonstrate understanding of the principles of anti-discrimination, staff and student equity, work health and safety, and other relevant legislation, and show the willingness and capacity to implement equal employment opportunity and work health and safety plans, policies, and programs.

Work Health & Safety

- Ensure all activities comply with WHS legislation and university policy & procedure.
- Implement & monitor risk management activities including, but not limited to, workplace inspections, incident/hazard investigation and follow-up, and implementation of risk controls.
- Analysis of WHS training requirements for staff, including the provision of training and monitoring of training to ensure completion and currency.