

## Job Description – Intern Counsellor

### Position Details

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<b>Position Title:</b>	Intern Counsellor
<b>Division/ Centre:</b>	Vice President Academics
<b>Department:</b>	Wellbeing and Counselling Services
<b>Campus Location:</b>	Based at the Hanoi campus, but may be required to work and/or be based at other campuses of RMIT Vietnam.
<b>Job Grade/ Classification:</b>	PSV06
<b>Time Fraction:</b>	1.0 (Full time)

### RMIT University

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RMIT is a global university of technology, design and enterprise. Our mission is to help shape the world through research, innovation, teaching and engagement, and to create transformative experiences for our students, getting them ready for life and work. One of Australia's original educational institutions founded in 1887, RMIT University now has 82,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and practical education, applied and innovative research, and engagement with the needs of industry and the cities in which we are located. With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 129-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates. We are a 5-Star university under the QS Stars international evaluation system, and are 21st in the world among universities less than 50 years old (2015 QS Top 50 Under 50 index).

RMIT is ranked among the world's top universities in 23 of 38 assessed subjects (and all five faculty areas) featured in the 2017 QS World University Rankings by Subject. RMIT features among the world's top 100 ranking in the 2017 QS subject rankings in Art and Design; Architecture and the Built Environment; Computer Science, Information Systems, Engineering (Civil and Structural); Engineering (Electrical and Electronic); Communication and Media Studies, Education, Business and Management Studies, and Development Studies. The University's research was rated "well above world standard" in 13 research fields and "above world standard" in a further nine fields in the 2015 Excellence in Research for Australia evaluation. In the 2017 QS Graduate Employability Rankings, RMIT is ranked seventh in Australia and 71-80 in the world on the basis of employer reputation, alumni outcomes, partnerships with employers, employer-student connections and graduate employment rate.

[www.rmit.edu.au](http://www.rmit.edu.au)

### RMIT Vietnam

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RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. We are committed to providing internationally recognised high-quality education and professional training for our students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from vocational English through to undergraduate, post-graduate and Ph.D. programs. All teaching at RMIT Vietnam is in English.

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## Position Summary

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The Intern Counsellor is a key role within the Wellbeing and Counselling Services that provides providing assessment and interventions at an individual, group and broader organisational level. The primary aim of the professional counselling provided is to facilitate the personal, emotional, social and educational transition and adjustment of students. The counselling has an emphasis on brief outcome-informed interventions, rather than long term psychotherapy. The University also provided access to an Employee Assistance Program for staff who can access the service for psychological consultation, short-term therapy and ongoing referral, as necessary.

Related responsibilities to this position include working with the families of students seeking counselling, working with academic advisors and academic staff to ensure early detection of psychological problems or learning disabilities, working with the University's medical services provider concerning health seminars. The Intern Counsellor is also required to provide secondary and tertiary consultation to RMIT staff in connection with students' issues.

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## Reporting Line

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Reports to: Senior Manager, Wellbeing and Counselling

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## Key Accountabilities

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- Provide assessment, case-management and counselling of RMIT Vietnam students some of whom present with high risk issues in consultation with Senior Counsellor or Senior Manager, Wellbeing.
- Provide counselling services to students and their families for cases within the Intern Counsellor's expertise and experience, and support the Senior Manager, Wellbeing and Counselling Services in the provision of such services. This includes providing individual counselling, group programs, family sessions, and seminars with support of Senior Counsellor or Senior Manager, Wellbeing. Individual counselling will be provided on an appointment or drop-in basis for students requiring assistance.
- Facilitate the academic adjustment of students and assist students to negotiate RMIT Vietnam's policies and procedures.
- Provide crisis intervention counselling and secondary consultation for students and staff affected by incidents involving students.
- Identify and support "at-risk" students and students with learning difficulties through developing, implementing and monitoring supportive learning programs in conjunction with relevant RMIT staff, and refer students for specialised assistance as appropriate.
- Participate in professional supervision and development including regular supervision and case management discussions with the Senior Manager Wellbeing and Counselling Services.
- Assist in the collection of relevant data pertaining to the counselling services and maintenance of the counselling services database.
- Assist in continuous improvement and other counselling services research and development, quality assurance processes and client outcome research, relevant policy review and development.
- Promote counselling services by actively participating in University programs and activities including Orientation Day, health seminars, club activities, and community programs.
- Develop and maintain relationships with a referral list of mental health service providers in the region.
- Create, maintain and regularly update counselling files.
- Routine administrative duties in relation to the operation of the Counselling Services.
- Undertake any other duties that may be required as directed by the Senior Manager.

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## Key Selection Criteria

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1. Bachelor Degree or near-completion of studies at Masters level in Psychology or Counselling or Social Work and/or qualifications/experience in Special Needs Education
2. At least three years of experience in assessing and providing individual counselling to diverse range of client groups, preferably in an academic context.
3. Eligibility for membership with respective professional Psychological or Counselling or Social work Association is desirable.
4. Experience in brief counselling approaches, such as cognitive-behaviour therapy, psychodynamic therapy, interpersonal psychotherapy, solution focussed therapy, family therapy is desirable.
5. Strong assessment, intervention and referral skills.
6. Excellent interpersonal and cross-cultural skills to complement formal training in counselling or psychology.
7. Solid understanding of various cultural and social student needs in an international environment,
8. Demonstrated capacity to develop and facilitate workshops for staff and/or students, relevant to increasing mental health awareness.

9. Demonstrated ability to communicate with people at all levels and areas of the University, including students, academic staff, and management, as well as people in the wider community including, family members, psychiatrists, doctors, specialists.
10. Excellent communication, liaison and presentation skills including verbal and written skills in English.
11. Demonstrated ability to work independently and flexibly, cooperatively and productively in a diverse team environment.
12. Acute attention to detail, accuracy, and confidentiality when managing information.
13. Computer Skills (e.g. Microsoft Word, Excel, Outlook, and Power Point, SPSS).
14. Ability to display appropriate behaviours in line with the position, as per the RMIT Behavioural Capability Framework (Connectedness, Commitment to Excellence – Improve and Simplify; Imagination and Innovation; Impact; Inclusion; Agility).

### **English Proficiency**

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English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS (Academic) with a score of at least 6.5 (with no individual competency score in speaking, reading, writing, listening, less than 6.0).

For any role, English Language Proficiency may also be proven by showing successful completion of secondary education to a level qualifying to enter university study while being instructed through the medium of English, as per the RMIT University recognised qualification list.

### **Organisational Accountabilities**

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RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
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