

POSITION DESCRIPTION

POSITION INFORMATION

POSITION TITLE: Clinical Counselling Placement Coordinator

WORK AREA POSITION CODE: *(To be allocated by Human Resources)*

FUNCTIONAL UNIT: School of Psychology

FACULTY/ORGANISATIONAL UNIT: Faculty of Health Sciences

CAMPUS/LOCATION: Mount St Mary, Strathfield

NOMINATED SUPERVISOR (TITLE): Deputy Head, School of Psychology

CLASSIFICATION/LEVEL: Academic Level B

EMPLOYMENT TYPE: Part-time (0.4FTE), Continuing

A period of probation may be attached to this position.

REMUNERATION & BENEFITS: A wide range of benefits are provided to staff. These include generous leave options; flexible working arrangements; comprehensive professional development programs; salary packaging benefits as a rebateable employer; reward and recognition programs and a range of wellbeing options.

SUPERANNUATION: The University will contribute an amount equivalent to 9.5% or 17% of gross annual salary to superannuation dependent on salary level, length of appointment or age.

DATE DEVELOPED/ REVIEWED: 2 October 2015

AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement:

Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.

Australian Catholic University (ACU) welcomes students and staff of all beliefs. It is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is, Catholic, public and national. The focus areas are Theology and Philosophy, Health, Education and, the Common Good and Social Justice.

ACU has over 2,000 staff supporting more than 30,000 students across seven campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield.

The structure to support this complex and national University consists of:

- Provost
- Deputy Vice-Chancellor Research
- Deputy Vice-Chancellor Students, Learning and Teaching
- Chief Operating Officer

Each portfolio consists of a number of Schools, Directorates or Institutes;

- Five Associate-Vice-Chancellors or Campus Deans that focus on the University's local presence and development of the University at the local 'campus' level; and
- A Directorate of Identity and Mission that drives both the Identity and the [Mission](#) of the University and includes a number of Institutes and Directorates.

The University is committed to performance excellence and offers an environment where staff are valued and rewarded. Further information about a career with ACU is available at www.acu.edu.au.

FACULTY OF HEALTH SCIENCES

The Faculty of Health Sciences has courses in counselling, environmental science, exercise physiology, exercise science, mental health, midwifery, nursing, occupational therapy, paramedicine, physiotherapy, psychology, public health, social work and speech pathology.

Our vision is to provide caring and prepared graduates who promote health and prevent illness for Australia's health and sports industries, and provide quality healthcare for vulnerable communities such as the Indigenous, elderly and disabled.

The Faculty of Health Sciences is located across six campuses of ACU and is structured into six academic organizational units comprising:

- School of Allied Health
- School of Exercise Science
- School of Nursing, Midwifery and Paramedicine
- School of Physiotherapy
- School of Psychology
- School of Science

The Faculty has a university priority Health Research Institute, focusing on Cardiovascular Disease and Metabolism, Health Services Research, Movement and Rehabilitation, and Psychology and Mental Health.

The Faculty's courses are developed within the Catholic intellectual tradition with the goal of preparing graduates in health with an emphasis on social justice and equity, and sustainability.

Further information about the Faculty can be found at:

http://www.acu.edu.au/about_acu/faculties_institutes_and_centres

SCHOOL OF PSYCHOLOGY

The national School of Psychology, located within the Faculty of Health Sciences, offers courses on three campuses located in Melbourne, Strathfield (Sydney) and Brisbane. The programs offered include an accredited undergraduate and fourth-year psychology sequence, professional Master of Psychology programs with specialisations in clinical and in educational and developmental psychology, combined MPsych/PhD degree programs, and undergraduate and postgraduate programs in counselling. In addition, a Master of Professional Psychology ("5 plus 1") course was introduced in 2013 on the Brisbane campus and in 2014 on the Melbourne campus.

The School has a strong emphasis on quality research and research training outcomes, and is developing a key presence in the emerging Research Institutes at ACU. The research activities of staff relate to three overlapping areas of strength: (i) cognition and applied cognitive neuroscience; (ii) developmental and educational psychology, and (iii) clinical and health psychology. The School has a number of leading researchers of international profile in these areas. It boasts new laboratory facilities and a state of the art, purpose-built Psychology and Counselling clinic on its Strathfield campus, supports for early career researchers and scholars, and productive onshore and offshore collaborations including a number of joint appointments of esteemed international academics from the Netherlands, USA, UK, and Switzerland.

POSITION PURPOSE

This position provides vital support for the administration of professional practicums in the School. The successful candidate will establish and maintain relationships and pathways for the clinical practicum requirements of students enrolled in professional psychology programs, and make significant contributions to the effective administration of external practicums. He/she will also contribute to supervision of postgraduate clinical practice within internal and external placements.

POSITION RESPONSIBILITIES

1. Build relationships with community, government and professional organisations and groups in order to support the practicum needs of the School and counselling students.

2. Administer the necessary contacts and reviews with placement agencies as part of students' practicum, consistent with course requirements and guidelines of professional and accreditation agencies.
3. Maintain detailed records of students' participation and performance in practicum, as mandated by accreditation bodies.
4. Liaise regularly with the Clinic Director and contribute to relevant meetings to support the effective implementation of professional training programs in the School.
5. Run student supervision sessions, including providing feedback on case conference presentations and giving counselling skill demonstrations.
6. Contribute to the School, the Faculty, and the University through professional service, course administration, and community engagement.

SKILLS, KNOWLEDGE AND EXPERIENCE (SELECTION CRITERIA)

Essential

1. Tertiary qualifications in counselling, social work, or a related field.
2. Professional recognition in each of the following:
 - a. Registration with your relevant professional body (e.g. CAPA, AASW, PsyBA)
 - b. Approval to provide clinical supervision to postgraduate counselling students (e.g. Counselling supervision Certificate, MAASW, PsyBA approved Supervision course)
3. Minimum of five (5) years professional experience in counselling, social work, or a related field.
4. Demonstrated knowledge of and commitment to relevant ethical, legal, and professional codes.
5. Demonstrated high standard of interpersonal, communication, and organisational skills.
6. Demonstrate a commitment to working in an environment of performance excellence, guided by ACU's [Service Principles](#).
7. Demonstrate an awareness of the University's Mission and Catholic ethos and demonstrate an understanding of how this role serves the Mission.
8. Demonstrate commitment to cultural diversity and ethical practice principles, and demonstrate knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.

MINIMUM STANDARDS FOR ACADEMIC LEVELS (MSALs)

Level B A Level B academic will undertake independent teaching and research in his or her discipline or related area. In research and/or scholarship and/or teaching a Level B academic will make an independent contribution through professional practice and expertise and coordinate and/or lead the activities of other staff, as appropriate.

A Level B academic will normally contribute to teaching at undergraduate, honours and postgraduate level; engage in independent scholarship and/or research and/or professional activities appropriate to her or his profession or discipline. He or she will normally undertake administration primarily relating to his or her activities at the institution and may be required to

perform the full academic responsibilities of and the related responsibilities for the coordination of an award program of the institution.

Additional Information about ACU and working at ACU can be obtained from our website <http://www.acu.edu.au/careers>