

**Position Description**

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| **Counsellor** |  |
| **Position No:** | 50039879 |
| **Division:** | Student Services and Administration |
| **Unit:** | Student Wellbeing |
| **Campus/Location:** | Bendigo |
| **Classification:** | Higher Education Officer Level 7 (HEO7) |
| **Employment Type:** | Fixed Term, Part-Time |
| **Position Supervisor: Number:** | Manager, Counselling (Regional)  50110100 |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

# For enquiries only contact:

**Position Description**

# Counsellor

**Position Context**

The Student Wellbeing unit provides a range of strategic, service and program outcomes to the University across specialist counselling, disability, equality, diversity, inclusion and wellbeing functions. This unit delivers high quality, consistent and equitable services to address the emotional, psychological and physical welfare of University students. The Student Wellbeing unit operates as a multi-campus team and, as such, travel to other campuses may be required from time to time.

Reporting to the Manager Counselling, the Counsellor has responsibility for high quality service delivery to students, involving assessment, counselling and referral practices.

As a member of Counselling, the Counsellor shares a set of accountabilities and may be directed to specialise in a specific portfolio.

These shared set of accountabilities and portfolios may encompass:

* Indigenous Counselling
* Gay, Lesbian, Bisexual, Transgender and Queer
* Student in immediate crisis
* Drugs, alcohol and substance
* Relationships (family, social, significant others)
* Resolution & Mediation
* International & Cultural

The Counselling team will actively contribute to a collaborative culture focused on high quality service delivery, health promotion and a commitment to continuous improvement.

# Duties at this level may include:

* Assess, counsel and/or refer clients and implement case management strategies.
* Apply counselling knowledge and expertise across a diverse range of clients. May be recognised as the expert in a specialised area or portfolio.
* Maintain compliance and professional standards, including monitoring, reporting and record keeping practices.
* Participate in consultation with stakeholders to support successful outcomes for students.
* Advise the Manager Counselling of crisis situations and matters affecting the welfare of students and any staff.
* Apply knowledge and expertise to solve problems.
* Contribute to policy and planning work, in line with policy, strategic goals, and legislative requirements.
* Actively participate in relevant planning initiatives and strategic projects, including but not limited to health promotion activities
* Contribute to and support relevant continuous improvement programs

# Key Selection Criteria may include:

* Qualifications in Psychology or Social Work, and extensive relevant experience, or an equivalent alternate combination of relevant knowledge, training and/or experience.
* Registration as a psychologist with the Australian Health Practitioners Regulation Agency, membership with Australian Association of Social Work.
* Successful background in counselling experience, including significant time post-qualification
* Excellent interpersonal skills, especially the capacity to work collaboratively and cooperatively in small teams.
* Demonstrated experience and success in working with diverse client groups.
* Highly developed written and verbal communication skills.
* Ability to develop innovative methodologies or take a leading role in the application of proven techniques involving considerable theoretical knowledge and expertise.
* Demonstrated organisation and problem solving skills, with an ability to manage multiple activities concurrently.
* Demonstrated knowledge of policy, reporting and legislative requirements associated with the discipline.
* Demonstrated ability to manage multiple stakeholders to achieve outcomes

**Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

* hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
* take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

**La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

* We are***Connected****:* We connect to the world outside — the students and communities we serve, both locally and globally.
* *We are* ***Innovative****:* We tackle the big issues of our time to transform the lives of our students and society.
* *We are* ***Accountable:*** We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.

*We* ***Care:*** We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only Initials: Date: