



Australian
National
University

Position Description

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| College/Division: | Pro-Vice Chancellor (University Experience) |
| Faculty/School/Centre: | Wellbeing |
| Department/Unit: | ANU Counselling |
| Position Title: | Student Counsellor |
| Classification: | ANU 8 (specialist) |
| Position No: | 31715 |
| Responsible to: | Head, ANU Counselling |
| Number of positions that report to this role: | 0 |
| Delegation(s) Assigned: | 0 |

PURPOSE STATEMENT:

To provide individual counselling and psycho-educational programs to students of ANU as a member of the University Counselling Centre.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The core work of a student counsellor includes psychological counselling of students, developing and presenting group programs and seminars. You will also be required to participate in projects that contribute to the professional practice of the counselling team and have the skills and knowledge to provide advice to the ANU community on matters relating to the mental health and well-being of ANU students.

Role Statement:

Under the broad direction of the Head, ANU Counselling, the Student Counsellor will:

1. To provide psychological/clinical counselling to students for problems affecting study or personal well-being, including complex mental health conditions and assist with crisis situations where counselling skills are required.
2. Provide consultancy services to students and staff in pastoral and management roles to assist them in responding appropriately to distressed and/or unwell students.
3. Liaise with academic and residential colleges on matters relating to the mental health and wellbeing of ANU students.
4. Contribute to psycho-educational presentations and therapeutic group programs that are developed and presented by the ANU Counselling team.
5. Liaise with other University staff and services in the community, as required, to support counselling, consultancy and group activities.
6. Maintain client records and data in a manner which supports effective professional practice and which contributes to the accountability of the service and to the evaluation of the service's effectiveness.
7. Engage in regular supervision and maintain and develop professional skills by continued study and practical training.
8. Undertake specific projects (eg administrative, service delivery improvement, evaluation, promotion activities as required).

Selection Criteria:

1. A degree in Psychology with AHPRA registration and eligibility for membership of the Australian Psychological Society, or a degree in Social Work with eligibility for membership of the AASW as a Mental Health Social Worker and relevant counselling experience (minimum of 5 years).
2. Demonstrated competence in counselling and group work with an understanding of counselling frameworks relevant to tertiary students. As well as competence in providing consultancy services to students and staff in pastoral and management roles to assist them in dealing with distressed and/or unwell students.
3. Ability to communicate effectively with a diverse population of university staff and students and to show competence in dealing with more complex cases presentations.
4. Demonstrated ability to work effectively in a counselling team and to provide contributions to policies and processes.
5. A high level of understanding of equal opportunity principles and a commitment to the application of EO policies in a university context.

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| Supervisor/Delegate Signature: | | Date: | July 2019 |
| Printed Name: | Andrew Staniforth | Position: | Head, ANU Counselling |

References:[General Staff Classification Descriptors](#)[Academic Minimum Standards](#)

Pre-Employment Work Environment Report

Position Details

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|---------------------------|-----------------------|----------------------------|--------------------|
| College/Div/Centre | Division Student Life | Dept/School/Section | Counselling Centre |
| Position Title | Student Counsellor | Classification | ANU 8 specialist |
| Position No. | 31715 | Reference No. | |

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/___Health_Surveillance_Program/index.asp
Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see ' Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

| TASK | regular | occasional | TASK | regular | occasional |
|-------------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|
| key boarding | X | | laboratory work | | |
| lifting, manual handling | <input type="checkbox"/> | <input type="checkbox"/> | work at heights | <input type="checkbox"/> | <input type="checkbox"/> |
| repetitive manual tasks | <input type="checkbox"/> | <input type="checkbox"/> | work in confined spaces | <input type="checkbox"/> | <input type="checkbox"/> |
| catering / food preparation | <input type="checkbox"/> | <input type="checkbox"/> | noise / vibration | <input type="checkbox"/> | <input type="checkbox"/> |
| fieldwork & travel | <input type="checkbox"/> | <input type="checkbox"/> | electricity | <input type="checkbox"/> | <input type="checkbox"/> |
| driving a vehicle | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| NON-IONIZING RADIATION | | | IONIZING RADIATION | | |
| solar | | | gamma, x-rays | | |
| ultraviolet | <input type="checkbox"/> | <input type="checkbox"/> | beta particles | <input type="checkbox"/> | <input type="checkbox"/> |
| infra red | <input type="checkbox"/> | <input type="checkbox"/> | nuclear particles | <input type="checkbox"/> | <input type="checkbox"/> |
| laser | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| radio frequency | <input type="checkbox"/> | <input type="checkbox"/> | BIOLOGICAL MATERIALS | | |
| CHEMICALS | | | microbiological materials | | |
| hazardous substances | | | potential biological allergens | <input type="checkbox"/> | <input type="checkbox"/> |
| allergens | <input type="checkbox"/> | <input type="checkbox"/> | laboratory animals or insects | <input type="checkbox"/> | <input type="checkbox"/> |
| cytotoxics | <input type="checkbox"/> | <input type="checkbox"/> | clinical specimens, including blood | <input type="checkbox"/> | <input type="checkbox"/> |
| mutagens/teratogens/ | <input type="checkbox"/> | <input type="checkbox"/> | genetically-manipulated specimens | <input type="checkbox"/> | <input type="checkbox"/> |
| carcinogens | | | immunisations | <input type="checkbox"/> | <input type="checkbox"/> |
| pesticides / herbicides | <input type="checkbox"/> | <input type="checkbox"/> | | | |

OTHER POTENTIAL HAZARDS (please specify):

Dealing with potentially distressed and disruptive student behaviour

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| Supervisor's Signature: | | Print Name: | Carolyn Farrar | Date: | 23 November 2016 |
|--------------------------------|--|--------------------|----------------|--------------|------------------|