Charles Sturt University

Position Description

Student Counsellor

Office for Student Safety & Wellbeing

Office of the Deputy Vice Chancellor (Students)

Classification	Level 7
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Hours per Week	35
Special Conditions	On occasion provide after hours support. Appointment is conditional upon the successful applicant producing, satisfying and maintaining a "*Working with Children Check*", in accordance with the *Commission for Children and Young People Act (NSW).*
Nature of Employment	Continuing
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	August 2020

Office of the Deputy Vice-Chancellor (Students)

The Deputy Vice-Chancellor (Students) has oversight for leading and driving a student-centred culture across the student lifecycle, from aspiration and awareness through to graduation and alumni. The Portfolio supports the University's objectives to provide sector leading student recruitment and engagement practices, to ensure our students feel well supported on their learning journey whilst developing a lifelong connection to the Charles Sturt community.

The Portfolio includes the Divisions of Student Administration, Student Services, Future Students and Marketing, the Office for Student Safety and Wellbeing and the Advancement Office.

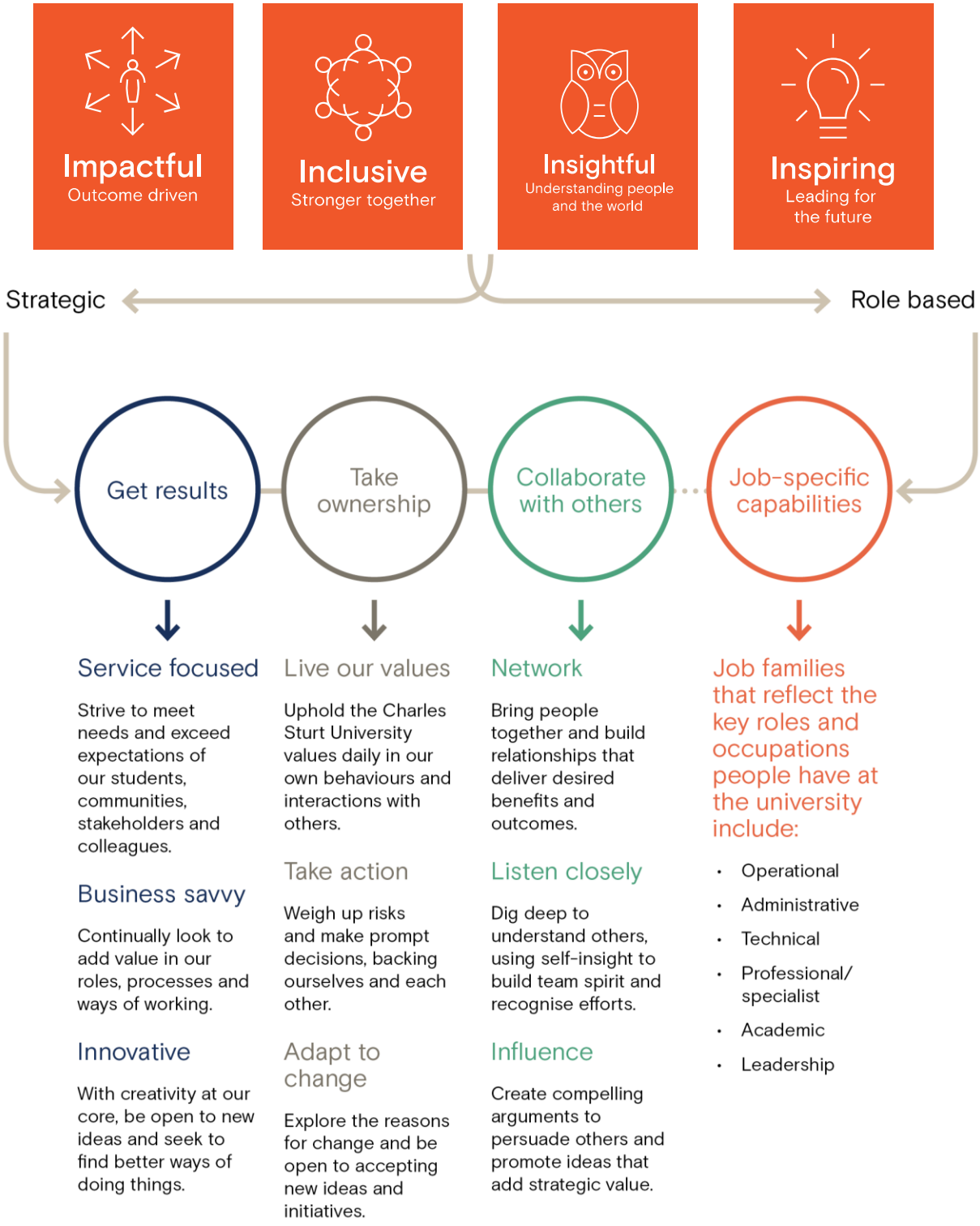
Office for Student Safety and Wellbeing

Staff in the Office for Student Safety and Wellbeing work collaboratively with Faculties and Divisions to enhance students' University experience. We recognise that successful transition into University depends upon a holistic approach involving safety, health and wellbeing, academic support and social integration. Through inclusive practices we provide information (health and mental health literacy), early intervention, health promotion and tertiary interventions (support and reporting processes) to enhance safety and wellbeing for students of all study modes.

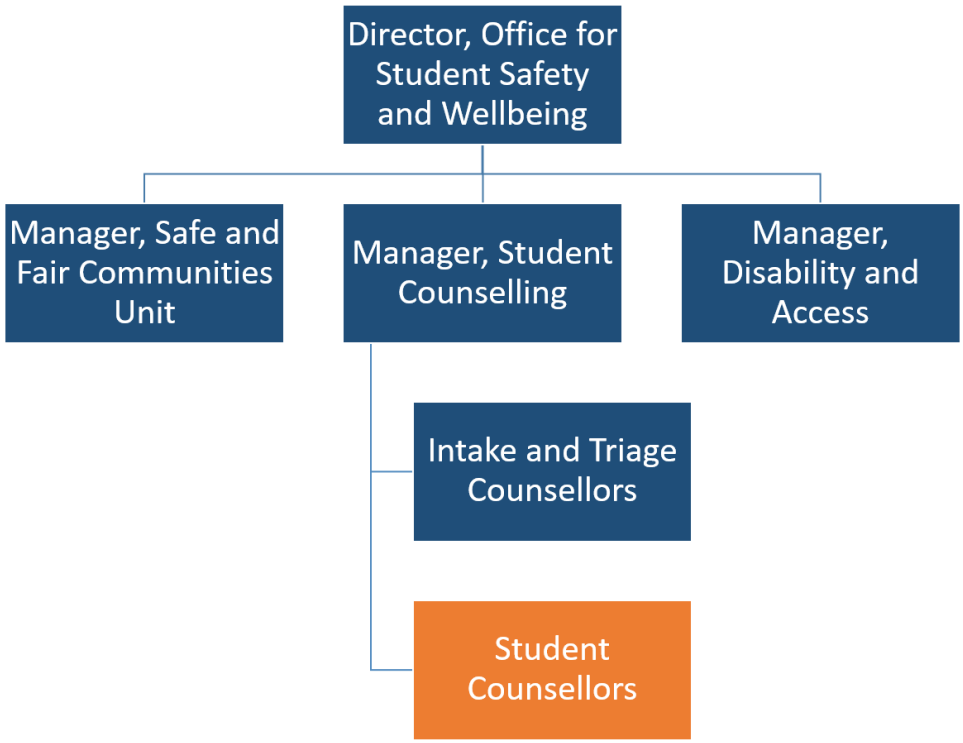
The Office contributes to the student centred approach, student retention strategies and student satisfaction objectives of Charles Sturt University, to lead industry best practice.

The Office for Student Safety and Wellbeing incorporates the Safe and Fair Communities Unit; Student Counselling; and Disability and Access Teams.

Our University Values



Organisational Chart



Reporting relationship

This position reports to: Manager, Student Counselling

This position supervises: Nil

Key working relationships

- Staff within Office for Student Safety and Wellbeing teams
- Division of Student Services
- Faculty and Divisional Staff
- Students

Position overview

Our Student Counsellors contribute to services and programs for students to address issues that affect academic and experiential aspects of student life, to enhance personal resilience and wellbeing, and a sense of belonging and engagement at university. These apply at any stage of the student lifecycle and in any study mode.

The role of our Student Counsellors is to provide individual counselling by appointment, using theoretically sound and evidence-based approaches face to face, by phone or online. Student Counsellors may also contribute their expertise through consultation, liaison and collaboration with other parts of the Division and the wider university. All services are delivered in an inclusive and student-centred approach to policy and practice.

You will require qualifications in psychology or social work and relevant experience.

Principal responsibilities

- Provide best-practice evidence-based individual counselling, using theoretically sound and evidence-based approaches, available to all students of all study modes, via face-to-face, telephone and online modalities.
- Crisis intervention as appropriate to the need and context, given limited scope and resources.
- Contribute to the development, implementation and evaluation of programs and resources to promote and support health and wellbeing that are sustainable, scalable and effective.
- Consult, liaise and collaborate with faculties, schools and other divisions on issues related to student wellbeing.
- Maintain professional currency and development, relevant to the themes and duties of the position, and to ensure professional accreditation is maintained.
- Maintain professional case notes and files in accordance with industry standards and guidelines of your professional body (AASW or APS).
- Maintain a superior working knowledge of issues in the higher education sector, especially in the area of 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.
- 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. On occasions, provide after-hours support.
- Any other tasks and activities appropriate for the classification as directed by the supervisor.

Physical capabilities

The incumbent may be required to perform the following:

- Work in other environments beyond the office, such as other campuses, as well as possible car and air travel and work with a diverse range of staff, students and community members.
- On occasion drive a university vehicle distances up to 500km per day within the terms of the university's Driving Hours Guidelines and Policy.
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kg.

Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

A. A psychology or social work degree and unconditional membership of AHPRA (psychologists) or eligibility for full membership with AASW (social workers), with substantial experience demonstrating the application of the theories and principles related to the qualification.

B. Demonstrated understanding of an inclusive approach to the provision of counselling services to meet the needs of students within the context of the contemporary tertiary education sector.

C. Demonstrated ability to use relevant communications, record-keeping and administrative technology, and to adapt to system changes.

D. Personal work attributes that include: flexibility to adapt to changing or novel contexts; ability to work within a team environment; mature judgement to allow independent practice.

E. Demonstrated high level verbal and written communication skills with the ability to work across campuses and in an online environment, utilising technology as appropriate


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