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| **Position Description** |

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| **Counsellor** | |
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| **Position No:** | 50141054 |
| **Business Unit:** | Deputy Vice Chancellor (Students) |
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| **Division:** | Health, Wellbeing and Inclusion |
| **Department:**  **Classification Level:** | Counselling  HEO7 |
| **Employment Type:** | Continuing, Part-Time |
| **Campus Location:** | Shepparton (supporting other campuses as required remotely) |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

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

**Position Context/Purpose**

The Students Portfolio assists students to connect to their study, community and career and works in close partnership with students, the academy and other LTU service divisions to provide outstanding experiences that support student transition and success across the student lifecycle. The portfolio plays a primary role in facilitating success and retention initiatives across the University and includes the following teams:

• Student Success

• Student Equity

• Advising

• Indigenous Student Services

• Student Administration

• Complaints and Appeals

• Health, Wellbeing and Inclusion

In leading these areas, the Portfolio places a strong emphasis on collaborative and inclusive relationships with students, colleagues in Colleges and other departments and groups across the university.

Health, Wellbeing and Inclusion Division provides a range of strategic, service and program outcomes to the University across specialist counselling, inclusion, student behavioural support and wellbeing functions. This Division delivers high quality, consistent and equitable services to manage inclusion and reasonable adjustment and address the emotional, psychological and physical wellbeing needs of university students and staff.

Reporting to the Team Leader, Counselling (Regional and Specialist), the Counsellor will provide high quality support services to students, including assessment, therapeutic counselling, crisis intervention, case coordination, and referral. They will facilitate the coordination of care and individual support for students experiencing significant psychosocial issues that are impacting on their personal and academic success.

The position is located at the Shepparton campus and requires active participation in campus events such as orientation, student engagement and health promotions, as well as a high level of collaboration with other academic and professional staff.

As part of a team of counsellors across located in campuses across Victoria, the counsellor will also provide remote services to students from other campuses or who are studying online, as required.

The Health Wellbeing and Inclusion division operates as a multi campus team, and as such, travel to other campuses may be required from time to time.

**Duties at this level will include:**

* Conducting individual counselling sessions with students (face to face, online and telephone), including students with complex presentations. May be recognised as the expert in a specialised area or portfolio.
* Participating in the triage system, or any other system of intake and/or screening implemented at the service.
* Contributing to counselling services across campuses, as directed by the Team Leader/Senior Counsellor or Senior Manager of Mental Health Wellbeing Stream.
* Participating in staff meetings, training activities and professional supervision.
* Reviewing and discussing case load and clients in supervision and/or with the Team Leader/Senior Counsellor.
* Participating in activities involving the Counselling Service (and the broader Health, Wellbeing and Inclusion Division) within the university, including case management, orientation and health promotion events.
* Develop and apply knowledge of and relationships with external community support agencies to ensure that appropriate referral pathways are developed for students.
* Participate in consultation with stakeholders to support successful outcomes for students.
* Designing and running group training programs for students and staff.
* Maintaining compliance and professional standards, including monitoring, reporting and record keeping practices.
* Updating knowledge and capacity to work effectively with university processes and systems, in order to best support clients from an evidence-based approach.
* Advising the Team Leader/Senior Counsellor Deputy Director, Student Health and Wellbeing, where risk to the client or others is assessed as dynamic, moderate or high.
* Actively participating in relevant planning and strategic initiatives and contributing to continuous improvement of the service.
* Contributing to campus activities and events as directed, commensurate with the level and scope of the role.

**Essential Criteria**

**Skills and knowledge required for the position**

* Qualifications in Psychology, Social Work or equivalent including registration/membership the relevant body, e.g., registration with AHPRA, or membership with AASW and experience, post-qualification, in assessment, evidence-based therapeutic interventions and case management, including working with complex client presentations and diverse client groups.
* Excellent interpersonal skills, especially the capacity to work collaboratively and cooperatively in small teams.
* Demonstrated high level of self-motivation and personal management skills.
* Experience working in a high-demand service and the capacity to be flexible in a dynamic environment.
* The ability to work autonomously as well as contributing effectively as a team member within a multidisciplinary team environment.
* Excellent interpersonal skills and the ability to manage multiple stakeholders in a large complex work environment, in order to achieve optimal outcomes.
* Highly developed organizational, time management and problem-solving skills and written and verbal communication skills including proven capacity in case recording and report writing.
* Knowledge of policy, reporting and legislative requirements associated with one’s discipline.

**Capabilities required to be successful in the position**

* Knowledge of own strengths, weaknesses and biases – modifying behaviour, based on self-reflection and feedback, to respond to others with empathy and act on feedback to improve knowledge, skills and behaviour.
* Ability to work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation and care.
* Ability to cultivate and create space for creativity and innovation, enabling staff members to solve local problems and identify improvements to current work practices.

**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.
* Membership of AASW (Social Work) or registration as a psychologist with the Australian Health Practitioners Regulation Agency.

**Other Information**

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

**Position Flexibility**

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

**Why La Trobe:**

* Develop your career at an innovative, global university where you’ll collaborate with community and industry to create impact.
* Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
* Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you’ll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you’ll always have the opportunity to succeed and make a difference.

**La Trobe’s Cultural Qualities:**

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Initials: Date: