

Position Title	Counsellor
Group/Portfolio	Student Health, Counselling & Wellbeing
Classification	HEW 8
Position Number	00059051
Reports To	Head, Counselling & Wellbeing
Employment Type	Fixed Term

1.0 Position Purpose

This position is required to provide professional Counselling and Wellbeing services to students of Griffith University, through in-person, telephone, video, text and email enquiries, ensuring a high standard of service delivery.

2.0 Eligibility Requirements

- A four-year degree or equivalent in Psychology, Social Work or other relevant area.
- A Blue Card, Queensland's working with children check, is required for this position if the occupant is not a registered health practitioner with the Australian Health Practitioner Regulation Agency (AHPRA).
- Professional registration where applicable, and/or eligibility for membership of relevant professional associations.

3.1 Key Responsibilities

- Provide professional counselling services to students on matters affecting academic/work performance and personal wellbeing, and to facilitate decision-making concerning academic and vocational matters. Such counselling will include appropriate assessment of client needs, brief therapeutic interventions, follow-up support, liaison and/or referral with other professional, agency or University staff, reports, and record keeping.
- Provide secure and professional online clinical and outreach services on matters affecting academic/work performance and personal wellbeing. The provision of clinical e-services will include video face-to-face counselling, using online-chat functions and e-mail conversations. Furthermore, actively contribute to projects that enhance and enable personal and social adjustment to University, academic transition and engagement, and personal well-being and development using an on-line delivery focus.
- Develop and provide group activities (workshops, seminars, webinars, talks, social networking, group counselling, online groups) for students and staff to enhance

academic or work related functioning and/or personal wellbeing.

- Actively contribute to proactive and strategic projects, to enhance personal and social adjustment to University, and to promote students' academic transition and engagement.
- Engage in relevant research activities of Counselling and Wellbeing to investigate, analyse and report on client characteristics, needs and outcomes, and to evaluate interventions and programs.
- Provide advice and recommendations as required on matters involving counselling activities or the personal wellbeing of students and staff generally, or on situations involving the welfare of individual students or staff, particularly where urgent action is required.
- In conjunction with the Head, Counselling and Wellbeing and other counsellors, liaise with appropriate University staff and relevant community agencies to promote Counselling and Wellbeing in general and on particular campuses, and to maintain an active professional referral network.
- Perform other such duties as may be required by the Head, Counselling and Wellbeing or the Director, Student Health, Counselling and Wellbeing which are consistent with the position and the needs of Student Health, Counselling and Wellbeing.
- Contribute to achievement of Student Health, Counselling and Wellbeing goals, observe our Code of Practice, abide by other relevant professional codes of practice and demonstrate professional accountability in all work activities.
- Maintain and enhance skills related to the position through appropriate training, professional development, peer review, supervision, etc.
- Participate to an appropriate level in planning, review, reflective and constructive evaluation, research and development activities of the work group and of Student Health, Counselling and Wellbeing generally and contribute to quality assurance activities.
- Provide team or project leadership as required, and work as an effective member of teams within and across Student Health, Counselling and Wellbeing.
- Maintain compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please

see the Leads Self section of our [Capability Development Framework](#).