## POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Counsellor</th>
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<tbody>
<tr>
<td>REPORTS TO</td>
<td>Director of Students</td>
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<tr>
<td>TIME ALLOCATION</td>
<td>Part Time</td>
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### Position Contribution

Wesley College is a Uniting Church Residential College for young men and women who undertake full time study at the University of Sydney. Many of them have moved away from home for the first time, taking the first steps towards shaping their identities as independent adults. This position is accountable for assisting these students with any personal challenges they may experience, through both counselling and community programs that promote mental health and wellbeing.

### Relationships

The Counsellor reports to the Director of Students and works closely with them and the Master. This position is a key member of the College’s Pastoral Care Team and will work in collaboration with the other members of this team (the Master, Director of Students, Director of Programs, Registrar and Chaplain), as well as the Associate Directors of Academics and Culture. The Counsellor will also provide support and guidance to the Director of Students’ team of Community Leaders (senior students who provide pastoral care and support to their peers).

### Working Hours

The Counsellor role is 28 hours per week (negotiable) and will be required to work during hours that meet the needs of our students. While this may primarily be during standard business hours, the Counsellor will ideally be available on regular mornings and evenings during the academic year to provide counselling services and programs for students unable to access them during the day due to study and work commitments. The Counsellor may occasionally need to respond to students out of hours who contact them for urgent counselling or support, but will involve the College’s residential staff (who provide 24/7 oversight) where needed.

### Principal Accountabilities

1. Assist the Director of Students in ensuring outstanding pastoral care of all residents, ensuring all matters related to this are communicated to the Director of Students and the Master.
2. Provide counselling services to students resident of Wesley College including mental health, family and relationship issues, work/life/study balance, homesickness, trauma and other personal issues.
3. Work closely with the Director of Students and Director of Programs to develop programs promoting mental health and wellbeing among the Wesley College community.

Duties
1. Be available to students for counselling sessions, taking both bookings (regular and ad hoc) and drop-in appointments.
2. Provide therapeutic support to residents in the areas of mental health, wellbeing, trauma, family and relationships, and homesickness.
3. Attend regular meetings with the Pastoral Care Team to share relevant information, while respecting students’ privacy, to ensure members of the team can work together to provide outstanding pastoral care and support to all students.
4. Cultivate effective relationships with internal (University of Sydney) and external service providers to enhance resident support.
5. Provide referral information to students on appropriate external support services, such as GPs, psychologists, specialised counselling services, police and others.
6. Maintain current knowledge of the University of Sydney’s Special Consideration policy and procedures, and assist students in applying for Special Consideration and other University support services where required.
7. Assist the Community Leaders with support and advice on how to best provide pastoral care to their peers, while maintaining their own mental health and wellbeing through debriefing and other self-care strategies.
8. Make sure the Master and Director of Students are informed of any concerns that breach the College’s policies, or may require disciplinary action.
9. Support staff to respond effectively to student welfare concerns.
10. Attend events associated with the student life of the College, and the wider College community as required by the Master, such as Parent’s Weekend, Open Day and others.

Relationships
In addition to building strong working relationships with the College staff, the Counsellor will develop and maintain collaborative partnerships for referral pathways and opportunities to advocate in the best interest of the residents. Specifically, relationships will be developed with the University’s Student Counselling Service, Safer Communities, Inclusion and Disability Services, Student Services, RPA Sexual Health, RPA Sexual Assault, external specialist counselling services including Full Stop Australia, and other external counselling practices.

Key Skills, Experience and Attributes
1. Appropriate tertiary qualification in counselling, psychology, social work or similar.
2. Registered with the appropriate association as a psychologist, social worker, clinical psychologist, or counsellor (to be able to complete Professional Practitioner Certificates).
3. Demonstrate commitment to the safety and wellbeing of residents.
4. Experience in counselling young people and the ability to implement evidence-based intervention strategies. Previous experience working with mental health in young adults is essential.
5. Experience in working with young people to address various mental health, developmental and learning concerns. Work history in a tertiary or secondary education setting is desirable.
6. Understanding of current issues relating to young adults, especially those at university and from rural areas.

7. Expertise in the assessment and treatment of a wide range of biopsychosocial issues of concern.

8. Demonstrate evidence-based and professionally informed judgement in dealing with issues of concern.

9. Able to triage based on need and urgency.

10. Commitment to the goals and strategic direction of Wesley College and an understanding of the polity of the Uniting Church.

11. A good understanding and working knowledge of the duty of care requirements in a residential student environment.

12. Proven administrative and organisational ability.

13. Strong interpersonal, communication (written and verbal) and stakeholder management skills.

14. Excellent organisation and time management.

15. Maintain accurate and timely case notes.

16. Able to work both independently and collaboratively within the College.