

Part-time Student Counsellor

Job Description

Duties and Responsibilities	<p>1. The part-time counsellor is available to provide the following services:</p> <ul style="list-style-type: none"> • Direct student contact, either formal or informal • Consultation with teaching staff, allied staff - about student issues or their own feelings, in relation to students or their own lives which may impact upon their professional performance • Mental health training for teachers and professionals • Leading a Peer Support training @30 hours with a group of 16 students might be an addition of the counselling job <p>2. If additional professional help is required for any student, the part-time counsellor will recommend to the Director of Student Welfare at LPCUWC that additional services are required and the part-time counsellor will suggest appropriate referral pathways for the student to access.</p> <p>3. In the event a student has serious identifiable mental health needs requiring specialist assessment and intervention, the Director of Student Welfare at LPCUWC will be informed and the part-time counsellor will provide assistance with referral to specialist services.</p> <p>4. In the event of a tragedy involving staff or students at LPC, the part-time counsellor will be available outside of regular hours to offer professional counseling support.</p> <p>5. Any additional duties which exceed normal administrative duties (such as extended telephone consultation or dealing with emergencies) will be billed by the hour on a pro rata basis at the end of each month. The rate will be the same for the on campus service delivery.</p> <p>6. An annual report at the end of the final term to report on the demand and utilization of service and to provide insight into any themes, ongoing issues that relate to the provision of service or which inform a training agenda.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>CONFIDENTIALITY is of paramount importance between LPCUWC and part-time Counsellor. Therefore the part-time counsellor will be provided with a room that is:-</p> <ul style="list-style-type: none"> a) Private – away from main student/ staff traffic, lockable, and with comfortable seating arrangements and b) Sound proofed and curtained rooms. </div>
Typical reporting relationship	Director of Student Welfare
Development / Training to support role competencies	<p><u>Development activities</u> To be negotiated as part of the performance management process</p> <p><u>Relevant courses</u> To be negotiated as part of the performance management plan</p>