

TE WHAKAATURAKA MAHI / JOB DESCRIPTION

Position Title *Te tūraka mahi* : Counsellor

Area *Te Tari*: Student Success

Reports to (title) *Ka whakaratatia e*: Director: Learner Success

SP10 placement: F Band

Primary purpose *Te take matua*

To work in partnership with the organisation using a proactive approach, supporting and counselling in line with Otago Polytechnic's strategic goals and objectives. To provide a range of brief counselling interventions that are responsive, confidential, high quality, and professional to ākonga (learners) of Otago Polytechnic.

Success in this role will result in working with other members of the multi-disciplinary health and counselling team to ensure that learner's physical, psychological and emotional needs are met, thus allowing them to manage their studies uninhibited and reach their full potential. The position will require ongoing working relationships with academic departments, other Student Services and the Otago Polytechnic Students' Association.

Key responsibilities/accountabilities *Ko ngā takohaka matua / ko kā kaweka matua*

In order of importance, state the major responsibilities / accountabilities of the position and what is achieved

Key responsibilities / accountabilities <i>Ko ngā takohaka matua / ko kā kaweka matua</i>	Outcome <i>Kā hua</i>
Counselling and Wellbeing Provision	<ul style="list-style-type: none"> Establish effective counselling relationships with learners, responding to the needs of all learners with an emphasis on Māori/Pasifika/learners with learning challenges Work collaboratively with wider team within the bounds of confidentiality Provide effective counselling interventions/approaches Undertake more detailed exploration as indicated – risk/safety planning; comorbid conditions; complexities Provide support for impairment/compassionate withdrawal /manaaki funding where appropriate Make referrals as needed – Student Health/GP; wider SS team; specialist MH services; clinical psychology Manage demand using appropriate tools including the diary and, booking system. Ensure appropriate professional development, supervision and use of leave is taken
Group Facilitation	<ul style="list-style-type: none"> Develop and facilitate sessions and group work tailored to the needs of Māori and Pasifika learners Create a culturally safe and responsive environment to support student engagement and wellbeing.

	<ul style="list-style-type: none"> Collaborate with Student Success, Te Punaka Ōwheo and academic staff, and cultural support teams to ensure alignment with kaupapa Māori and Pasifika approaches. Provide culturally appropriate counselling interventions in group settings. Use facilitation collective approaches to build student resilience and wellbeing.
Team Provision and Administration	<ul style="list-style-type: none"> Work co-operatively with Student Success staff to present induction programs and other identified workshops for students or staff as required Maintain client records, using electronic system Regular and appropriate storage and filing of confidential student records. Manage caseload during peak presentation periods. Produce monthly statistical data and reports Professional Development and Supervision is undertaken to meet professional requirements and OP policy
Observe principles and practices of Equal Employment Opportunity and Diversity	<ul style="list-style-type: none"> Fair treatment in the workplace is delivered and observed
Fulfill Safety and Wellbeing responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Safety and Wellbeing Policies	<ul style="list-style-type: none"> Achievement of a healthy and safe work and learning environment New and existing hazards will be pro-actively identified and managed Incidents, accidents and occupational illnesses immediately reported Safe work methods will be adhered to including the use of Personal Protective Equipment
Fulfil our individual and collective responsibilities, accountabilities and expectations as outlined in The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021	<ul style="list-style-type: none"> Uphold the responsibilities outlined in The Education (Pastoral Care of Tertiary and International Learners) Code of Practice, contributing to a safe, supportive environment that prioritises ākonga wellbeing and success. Participate in required training to confidently apply the Code within your role. Integrate Te Tiriti o Waitangi principles and actively support equitable outcomes to create and support opportunities for ākonga voices to be heard, enabling responsive actions that meet ākonga needs and foster their achievement. Awareness to attain OP as an inclusive environment for all cultures and languages.
Fulfill Information Management responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Information Management Policy	<ul style="list-style-type: none"> Create, maintain and store full and accurate records of activities, transactions, and decisions carried out in the course of daily business. Records are to be disposed of only when legally authorised to do so, as per Disposal Authorities: DA424 and GDA 6 and 7 Otago Polytechnic records are not to be created or maintained in any personal or private cloud storage services (e.g. DropBox)
Demonstrate organisation's values on a daily basis	<ul style="list-style-type: none"> Alignment to organisation behaviours is adhered to ensuring consistency in approach and delivery of outcomes Our values are consistently demonstrated.

Inherent Requirements:

Inherent requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job
- Meet the productivity and quality requirements of the position
- Work effectively in the team or other type of work organisation concerned; and

- Do the job without undue risk to your own or others health, safety and welfare at work.

Key working relationships Kā honoka mahi matua	
Key working relationships Kā honoka mahi matua	Nature and purpose of contact Te āhua me te take o te honoka
Director: Learner Success	Formal Leader. Provide strategic and operation advice (both ways). Provide assistance and seek instruction on a wide range of matters.
Student Success Team	Collegial support and advice, work distribution, peer discussions in a self-leading team environment. Work in partnership with others.
Kaimahi	Work with programmes to help advance the priorities and aspirations of all learners. Provide advice and support. Seek feedback and input and provide information
All learners	Provide support, advice, guidance, information, communication and referrals.
External partners and stakeholders, including but not limited to industry, community and mana whenua	Work in partnership to understand needs and how we can meet these.

Decision making authority Kā rakatirataka whakatauka	
Decisions expected Kā whakatauka tūmanako	Recommendations expected Kā taunaki tūmanako
Prioritisation of work load and portfolio to bring about maximum organization benefit	Priorities determined
Approvals in accordance with the Delegations of Authority; sign off letter of appointment and variations as required.	Decisions and Expenses approved in line with budget and delegation in a timely and accurate manner. These are as per Otago Polytechnic policies as amended from time to time

Position dimensions Kā āhuataka tūraka

List the relevant financial and staffing dimensions for which this position is accountable.

- **Sales/revenue:** Nil
- **Number of employees reporting directly:** Nil
- **Budget:** Nil

Selection Criteria – Knowledge & Skills Whakariteka Kōwhiritaka - kā mātauraka me kā pūkeka
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Essential:

- 3+ years experience working with individuals with a range of presenting issues and from a range of age and cultural groups. Graduate applications welcome however will be paid in E Band. Satisfactorily experienced professionals will be paid in F Band
- Experience working in a mental health environment and experience in completing comprehensive risk assessment
- Significant experience using a range of focused interventions to meet specific therapeutic outcomes for short term therapy.
- Excellent interpersonal and communication skills.
- Committed to maintaining confidentiality and acting consistently in an ethical manner.
- Able to recognise limitations of own knowledge and be able to act on this.
- Able to work cooperatively as part of a multi-disciplinary team.
- Commitment to ongoing professional development.

- Excellent computer competence
- Experience in facilitating groups/wānanga delivery

Desirable:

- Experience working in a tertiary or learning setting.
- Experience in working within a brief solution focused strengths-based approach
- Experience working within an AOD context or with AOD clients

Selection Criteria – Education and Experience *Whakariteka Kōwhiritaka - kā kuraka me kā wheako*

Essential:

- Membership of NZAC or appropriate/relevant professional body
- A relevant professional tertiary qualification at Bachelor's level or above
- Significant experience counselling and mental health experience ideally within the tertiary sector or in a community service preferably with young adults
- Experience in designing and leading wānanga/group work tailored to Māori and Pasifika students

Personal Attributes *Kā Āhuatanga Whaiaro*

- Be an effective Te Tiriti o Waitangi partner by supporting the values and tikaka of mana whenua throughout your mahi
- Facilitative and collaborative leadership style
- High level of professional and ethical conduct
- Effective time management skills
- Initiative, enthusiasm and a positive attitude
- Proven ability to work under pressure.
- Flexible, responsive and customer orientated manner
- A passion for student health and wellbeing, and working with young adults

This position description outlines the key accountabilities/ responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.