Canberra Institute of Technology
RTO Code 0101 | CRICOS No. 00001K

Canberra Institute of Technology
Position Description

POSITION NUMBER:	**P54345**
CLASSIFICATION:	**PROFESSIONAL OFFICER CLASS 2**
POSITION TITLE:	**Psychologist/Social Worker/Counsellor**
DIVISION:	**Education Futures and Students**
COLLEGE/BRANCH:	**Student Experience**
SECTION:	**Student Support**
SUB SECTION/COST CODE:	**1541**
IMMEDIATE SUPERVISOR:	**Senior Professional Officer Class C, P54965 Head of Counselling**
RESTRICTION:	**Part time 0.8 of a full load or 29.4 hours per week**

ABOUT US

Canberra Institute of Technology (CIT) is a dynamic, modern, and diverse vocational education and training (VET) institute of learning - and plays a major role in the development of the ACT's future workforce and building its skill base. As the ACT's public provider of VET, we are the cornerstone of the local skills and training system and deeply embedded in our community. The critical role we play in the Canberra economy and society is demonstrated by the significant influence of our graduates and educators. Our alumni embody excellence and proficiency in their respective vocations.

At our core, we strive for inclusion, providing equal access to education and training and enabling anyone to pursue their learning and career goals. We are dedicated to supporting social inclusion, offering all who walk through our doors a sense of place and belonging, and the confidence to participate in the workforce.

Our strategic ambition is outlined in our CIT Strategy 2025-2035: *Skilling for the future equipping you for life*. This strategy sets four objectives to guide our actions towards achieving our vision to be *renowned for our inclusive and dynamic approach to teaching and learning that meets the needs of students, industry and the community*. These strategic objectives are:

- Our training meets the skills needs of today, tomorrow and beyond.
- Our teaching and learning is leading edge and enhances student outcomes.
- Our people are equipped to achieve our strategy.
- Our foundations support the delivery of our strategy and enable future growth.

OUR PEOPLE

CIT cultivates its workforce to create an environment where our people thrive, are motivated and embrace leading roles in achieving our ambitions. Our values of student-centric, belonging, connection, excellence, integrity and wellbeing guide every decision and action that we take. They steer us towards our purpose and create a culture of trust, collaboration and accountability. These values are aligned to the ACTPS values and signature behaviours which are underpinned by the ACT Public Service (ACTPS) Code of Conduct.

CIT is committed to building a diverse workplace through an inclusive workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse people, people with disability, and LGBTIQ+ people, are encouraged to apply.

EDUCATION FUTURES AND STUDENTS' DIVISION

The Education Futures and Students division offers a dynamic learning experience that equips students for success and lifelong employability, providing them with the tools and resources they need to thrive in a changing world. Led by experienced and innovative education leaders and educators, the division is committed to delivering future-focused teaching and enhancing student outcomes.

The division focuses on integrating leading-edge educational design and delivery technologies, supported by digitally enabled learning environments, innovative teaching methods, and robust academic quality and assurance systems. The division is dedicated to offering a wide range of student engagement and support services, ensuring that an increasing number of lifelong learners can study and upskill at CIT. Through strong collaborations with industry partners, CIT's education and training programs remain responsive to emerging skills needs and relevant to the local job market.

BRANCH/DEPARTMENT OVERVIEW

CIT Student Support provides several services which seek to enhance the experience of all CIT Students, addressing issues which may prevent them from successfully completing their study. The unit strives to provide high-quality customer service to students, prospective students, CIT staff and the community, in accordance with the CIT Student Services Charter.

THE POSITION

The Psychologist/Social Worker/Counsellor reports to the Head of Counselling. The primary focus of the position is to provide personal and educational counselling to, and contribute to the well-being of, current students of CIT. You may be required to work from various locations.

RESPONSIBILITIES

- *Provide personal and educational counselling to current students at CIT using best practice principles.*
- *Provide assessment and referral where appropriate and/or strategies to assist students at risk.*
- *Provide consultations to staff on student issues and assist in the professional development of CIT staff regarding dealing with students. Undertake other tasks and contribute to the work of CIT Counselling as required.*
- *Contribute to the well-being of CIT students through providing relevant information on mental health, well-being, and study skills topics; promote Student Support services through class visits and other promotional activities.*
- *Participate in professional development including regular peer supervision, continuous improvement through reflection on professional practices, data collection and evaluation procedures in order to provide consistently high-quality customer service to clients.*
- *This position does not involve direct supervision of staff.*

PROFESSIONAL AND PERSONAL CHARACTERISTICS

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated breadth of experience in psychological counselling, preferably with three (3) years of providing evidence-based therapy and counselling for complex issues.
2. Demonstrated ability to develop rapport, assess and manage risk, and provide counselling to students from a broad range of age groups, socio-economic backgrounds, disability and mental health presentations.
3. Knowledge of and ability to work in accordance with relevant legislation, guidelines, procedures and mandatory reporting requirements, including requirements relating to suspected child abuse or neglect under the Children and Young People Act 2008.

Behavioural Capabilities

1. Demonstrated high level of professionalism when consulting with internal and external stakeholders, including CIT educators, and ability to work harmoniously within a small team.
2. Ability to deliver training and contribute to mental health promotion activities for staff and students.
3. Demonstrated ability to model the CIT values and ACT Public Service values and signature behaviours, and to work in accordance with CIT policies and principles relating to respect, equity and diversity (RED), work health and safety (WHS) and workplace participation.

QUALIFICATIONS AND EXPERIENCE

Mandatory

- Tertiary qualifications in Psychology/Social Work/Counselling.
- **For Psychologists:** Current full Registration with the **Australian Health Practitioner Regulatory Agency (Psychology Board of Australia)**.
- **For Social Workers:** Eligibility for membership of the **Australian Association of Social Workers (AASW)** and a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required, see **ACT Working with Vulnerable People Card**.
- **For Counsellors:** Registration with either **Australian Counselling Association (ACA)** or **the Psychotherapy and Counselling Federation of Australia (PACFA)** and a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required, see **ACT Working with Vulnerable People Card**.
- All CIT and ACTPS employees are required to complete a criminal history record check form prior to employment.
- This position does not require a pre-employment medical.

Desirable

- Ability to conduct psychological assessment and testing.
- **For Counsellors:** ACA Registration Level: 4, PACFA Registration Level: Registered Clinical Counsellor
- Experience providing counselling in an educational institution.
- Current Drivers licence, Class C.

Office use only

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