

POSITION DESCRIPTION

Position Title	Counsellor - Behaviour Risk Assessment and Management (BRAM)
Position No	
Department	Student Wellbeing
Faculty/Centre	Engagement and Support
Classification	PACCT Worker Level 6 (PW 6)
Prepared By	Manager - Student Wellbeing
Date	February, 2024
Approved By	Associate Director - Human Resource Operations
Primary Objectives of Position	<ol style="list-style-type: none"> 1. Provide behaviour modification, educational and wellbeing counselling to optimise student participation and performance. 2. Organise and execute the necessary administrative requirements of the position including the BRAM database, consistent with, Institute policies relating to risk assessments, harassment, bullying and child safety. 3. Provide input into the development of BRAM policy and ensure personal currency with other intersecting policies which involve student wellbeing and behaviour management.
Manager/Supervisor	<p>Manager - Student Wellbeing (Manager)</p> <p>The position will have a functional reporting association to the Manager - Counselling Services</p>
Subordinates	Not Applicable
Internal Communication Requirements	<ul style="list-style-type: none"> ▪ The Manager, the Manager - Counselling Services and supported Heads of Department to advise on the operation and effectiveness of BRAM. ▪ Staff of the Student Wellbeing and Learning Support Centre, as well as supported departments to arrange specific services for individual students, including disability support. ▪ Students and teaching staff to keep them informed of changing student needs. ▪ Department staff regarding the day-to-day operations and student support services. ▪ Management and staff in departments and faculties across the Institute as required to undertake the duties and responsibilities of the position.
External Communication Requirements	<ul style="list-style-type: none"> ▪ Maintain ongoing communication with any Commonwealth, State and Local government departments, which have relevance to student wellbeing and safety on campus.

Specific Accountabilities

- Liaise and consult with community organisations to remain informed of services available to students and ensure appropriate referral.
 - Communicate with professional staff from educational institutions, including universities, secondary, tertiary and Vocational Education and Training (VET) providers regarding the provision of student behavioural change, wellbeing and support services.
 - Facilitate communication with external community groups and agencies and represent the Student Wellbeing department at appropriate workshops and conferences.
1. Assist the Manager, the Manager - Counselling Services and supported Heads of Department to identify issues of safety on campus, management of student referrals and developing appropriate strategies to meet student needs.
 2. Provide advice on strategies for managing behaviours, including psychoeducation of mental health or other disorders that may impact on an individual's presentation and management of symptoms.
 3. Advise on the operation and effectiveness of BRAM as well as the preventative classroom strategies/interventions for any referred students.
 4. Participate in policy making, planning and implementation of innovative special projects for BRAM, act as a consultant and conduct training sessions providing advice on ways to respond to potential or actual risk.
 5. Develop and maintain currency of administrative tasks involved with BRAM including confidential case files and BRAM registries in accordance with professional and confidential record keeping.
 6. Assist in planning and delivery of department information sessions, staff orientation sessions and Information Day activities.
 7. Develop and maintain professional, personal and administrative skills to ensure the effective delivery of professional counselling and welfare services and conduct workshops, especially in the areas of:
 - crisis intervention
 - personal distress
 - goal clarification and setting
 - stress and anxiety management
 - proactive and therapeutic counselling
 8. Manage the development and delivery of programs for staff including psychosocial and psychoeducational programs, identifying at risk students and mental health literacy.
 9. As an active member of Student Wellbeing:
 - advocate for students in relation to wellbeing concerns
 - collaborate by providing professional psychological and welfare knowledge in the planning and development of programs
 - negotiate with teaching departments for places for individual behaviour management plans so students can remain in study.
 10. Consult staff as to levels of risk by investigating referrals of behaviours of concern and facilitate the coordination of support systems for referred clients who have been adversely affected by concerning or at-risk behaviours.
 11. Support the orientation of new staff and help develop an understanding of the operation of the counselling and support services available to students.

12. Maintain and develop personal and professional skills through attending relevant in-service training programs, reviewing current journals and attending relevant conferences and meetings.
13. Assist the Manager to monitor, review and evaluate the operation of BRAM to ensure the appropriateness and professionalism of service delivery.
14. Provide qualitative and quantitative monthly reports of counselling and other BRAM activities to the Manager - of Counselling, highlighting trends observed and suggesting remedial action if appropriate.
15. Comply with Holmesglen policies, procedures and processes, and applicable legislative and regulatory requirements, and contribute to the ongoing improvement of systems and processes.
16. Support the Institute's Strategic Plan and Vision and work to ensure that all activities align to the Institute's commitment to quality.
17. Act in accordance with Holmesglen Safety policies and procedures, including Child Safety Standards, to ensure that departmental operations comply with Occupational Health and Safety legislation.

Qualifications

Minimum

- Post-graduate qualifications in psychology, social work, counselling or related discipline, and experience in a relevant or associated field.
- Registration with the appropriate professional registration board and eligibility for membership of a relevant professional organisation.

Knowledge

- Sound knowledge and experience of trauma informed practices and how trauma may influence behaviour, psychosocial, and cognitive presentations.
- Ethical professional practices and counselling standards and an understanding of case management processes, in the provision of student support services.
- Familiarity with relevant community organisations and welfare agencies including welfare and mental health information services and referral processes.
- Confidentiality and privacy principles applicable in the education and professional counselling sectors.
- Understanding of necessary legislation, regulations, processes and techniques, as well as a knowledge of strategies used, to support people with extra needs and how that could impact on behaviour.

Experience

- Experience in:
 - an educational environment, or similar, with an emphasis on student issues is preferred.
 - The provision of counselling, risk assessments and duty of care responsibilities
 - working autonomously in an environment that requires judgement, discretion and initiative
 - the establishment and management of projects including setting and managing priorities in an environment of competing demands.
- Preferred experience of establishing a rapport with students and staff and engaging with students through an understanding of their environment and its stresses.

Skills

- Self-motivated, with demonstrated time management and organisational skills with the ability to work cooperatively within a team or to work without supervision.
- Strong administration skills focussing on record keeping and analysis skills for the development of, critiquing and improving the delivery of services.
- Developed counselling skills with an ability to negotiate effectively and work through issues constructively with students, teaching and academic staff and relevant stakeholders.
- Well-developed interpersonal and written and verbal communication skills and a demonstrated ability to relate professionally to a diverse range of clients, staff and student cohorts.
- Familiarity with on-line collaboration and communication platforms and software that can be used to connect with students and staff.
- The ability to:
 - be flexible and responsive to the changing demands of the Institute community
 - utilise sound advocacy skills to facilitate support for “at risk” students
 - deal with sensitive and confidential information, as well as the ability to use initiative to develop appropriate and relevant solutions to identified issues
 - develop new ideas, strategies and innovative solutions to meet the diverse needs of students
 - develop, implement and evaluate effective psychosocial and psychoeducational programs.
- Competence in the use of the MS Office products, internet-based software applications including relevant database applications and software.

Key Selection Criteria

In addition to qualification requirements the incumbent will have:

1. Demonstrated knowledge and experience in:
 - the provision of professional personal counselling and welfare support to students including experience in working with people with mental health concerns
 - the provision of behaviour modification counselling for a broad range of issues, with a strong focus on trauma informed practices.
2. The ability to work autonomously, and as part of a team, to manage BRAM specific projects and interpret, analyse and report complex information.
3. Well-developed interpersonal, written and verbal communication skills with a demonstrated ability to facilitate groups and liaise effectively with clients and relevant stakeholders.
4. Demonstrated self-motivation with a proven ability to maintain privacy and confidentiality, work cooperatively and flexibly and organise multiple tasks and competing demands.
5. Demonstrated organisational and proven time management and administrative skills, with a demonstrated ability to meet deadlines and work concurrently on, and prioritise, competing tasks and work schedules.

6. Established digital skills including competence in the use of the MS Office products, spreadsheet applications and internet-based software.

Note

- This position description describes in general terms the normal duties which these positions are expected to undertake in relevant counselling areas. Duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from people occupying positions classified at this level may be allocated.
- Employees attending certain workplace settings, including health and care facilities, may be required to meet mandatory vaccination obligations.
- Due to the nature of the position, there is a requirement to accommodate flexible working hours and attendance requirements.
- The incumbent may be required to perform their duties at any campus or location controlled by Holmesglen Institute or elsewhere as directed.
- Holmesglen is a child safe organisation. This position requires a current Victorian Employee Working with Children check.
- Holmesglen cultivates a workforce that embraces and values student voice and partnership.