



POSITION DESCRIPTION

Position Details

Position Title:	Student Wellbeing Counsellor
Reporting To:	Director, Wellbeing and Student Experience
Unit / Group:	Academic Pathways
Direct Reports:	None
Salary Classification:	D2
Location:	City Campus
Date:	Jan 2025

Position Summary

The RMIT UP Strategic Plan 2020 has at its core, a mission to provide accessible pathways into RMIT and beyond and to prepare students for university by building connected communities early in their learning journey. The Wellbeing, Academic Support and Student Experience Team is key to this mission, as we seek to better prepare students for the challenges of learning and life beyond RMIT University.

RMIT UP's vision is to be a leader in student wellbeing and experience amongst Australian Pathway colleges. The Student Wellbeing Counsellor reports to the Director Wellbeing & Student Experience and works closely with the Wellbeing, Study Success and Student Experience teams to provide a high level of support and an enhanced student experience for international Pathway students. The team offers an integrated institutional approach to ensure students are "RMIT Ready".

Position Responsibilities and Accountabilities

Counselling and Support

- Provide direct counselling support (face-to-face and online) and early intervention services to individual students identified as at-risk and/or experiencing or demonstrating mental health issues.
- Work closely with the Director Wellbeing and Student Experience and the Wellbeing Coordinator and Counsellor, to support students in high-risk situations and/or with complex mental health issues and refer students to allied health services as deemed appropriate.
- Identify and respond to issues related to the welfare of underage students holding student visas and liaise with appropriate persons in the resolution of complex issues and presentations (educators, agents, families, accommodation providers, U18 support staff at RMIT University and allied mental health professionals), as appropriate
- Consult with RMIT UP educators and professional staff to understand their concerns around individual student's wellbeing, and group wellbeing, as appropriate.
- Support Educators in implementing appropriate interventions and adjustments to student learning.
- Work sensitively and collaboratively with clients around endings and manage breaks in counselling to minimise negative impacts on clients, by organising access to an interim counsellor for vulnerable clients while on leave.
- Participate in clinical supervision, case review meetings, client outcome evaluations and other quality assurance processes.



- Assist in ensuring procedural compliance with the ESOS Act across a range of activities including student attendance, welfare and record keeping.
- Assist with drafting supporting documentation to assist students applying for Equitable Learning Services including learning adjustments and assistive technology.
- Undertake to always work within the bounds of your training, education, experience, knowledge and skills, and seek help immediately from the RMIT Wellbeing team members or Safer Communities, if presentations escalate beyond your competence or comfort zone.

Wellbeing initiatives

- Support colleagues across the Student Experience, Wellbeing and Academic Support teams in developing and delivering proactive initiatives, that support students' knowledge, experience and wellbeing.
- Research, develop and deliver a range of engaging activities and events aimed at improving students' mental health, wellbeing and study experience.
- Liaise with fellow team members to develop and deliver activities that provide opportunities for connection, celebration and belonging.
- Liaise with RMIT UP educators and professional staff, and relevant external agencies, to develop, deliver and evaluate wellbeing initiatives.
- Contribute to the development and delivery of wellbeing strategies and related initiatives that build the capability of educators and professional staff to support students' health and wellbeing.
- Research, compile, develop and share mental health resources that raise mental health awareness throughout the college.
- Other duties as directed by the Director Wellbeing and Student Engagement.

Organisational Responsibilities and Accountabilities

- Act at all times in accordance with the RMIT Code of Conduct
- Work in accordance with RMIT UP's policies and procedures including following safe work practices for self and others
- Proactively work towards achieving individual and team goals, whilst demonstrating RMIT's values and behaviours
- Actively engage in and embrace professional development opportunities
- Undertake any reasonable tasks as directed RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.
- Appointment is subject to successful passing of Working with Children Check (WWCC) and National Police Check

Qualifications, Knowledge, Skills & Attributes

Essential

- A tertiary degree in a relevant discipline and post graduate qualifications in Counselling, Psychotherapy or Psychology
 - Prior work experience in an educational setting supporting international students and demonstrated experience in supporting the mental health concerns of diverse cohorts of international students.
 - Experience in assessing, conceptualising, analysing and presenting on a range of mental health presentations and providing effective, evidence-based counselling including writing up case notes.
 - Growing competency in short-term counselling approaches, including strengths-based, solution-focused and trauma informed frameworks.
 - Knowledge of supporting and referring people with various mental health presentations including depression, anxiety, trauma, conflict, sexuality issues, domestic violence and serious mental illnesses.
 - Commitment to undertake professional development and clinical supervision to inform and influences your work with clients.
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RMIT Classification: Trusted

- Clear understanding of legislative requirements regarding privacy of health information and a commitment to maintaining the security and integrity of confidential information and records
- Demonstrated ability to generate ideas and contribute to initiatives that address student wellbeing and engagement both on campus and across various social media platforms
- Strong administrative, time management and organisational skills and the ability to work cooperatively, productively and flexibly in a team environment.
- Highly developed communication, networking and interpersonal skills including the ability to liaise effectively with a wide range of people.
- Current Working with Children Check and Mental First Aid qualification (or willingness to obtain)

Desirable

- Second language
- Creative thinker and problem solver
- Knowledge of and interest in alternative therapeutic approaches harnessing visual art, music and film and performance.
- Knowledge of and interest in mindfulness and/or movement-based therapies
- Familiarity with the relevant standards of the ESOS Act 2000

Other

- Please note that after-hours work may be required particularly in emergency situations
- This position may be required to accompany students to mental health facilities
- The position is based at the Franklin Street Campus and does not include for 'working from home'.
- The hours of work are designed to provide the greatest availability of services to RMIT UP's various student cohorts and align with timetables and supervision schedules.
 - Total hours per week = 21.5
 - Mon 9.00 am - 4.00 pm – 6.5 hrs
 - Tue 9.30 am - 3.00 pm – 5 hrs
 - Wed 9.30 am - 3.00 pm – 5 hrs
 - Fri 9.30 am - 3.00 pm – 5 hrs

Working at RMIT University Pathways (RMIT UP)

RMIT UP is owned by RMIT University, and provides a range of education solutions to students, academics and professionals in Australia and overseas.

Our mission is to provide transformative, supportive learning experiences and pathways which open global possibilities to our community of learners. We achieve this through our RMIT values of inclusion, imagination, integrity, courage, passion and impact.

Our key programs and services include Foundation Studies, ELICOS English for Academic Purposes (EAP) and language testing. RMIT UP also houses Informit, a leading research database with a strong focus on specialist Australasian content.

RMIT UP is situated in a state-of-the-art facility within the main RMIT University city campus in Melbourne's CBD. Co-located with Scape Australia, the largest provider of student accommodation in Australia, our building provides a unique offering to international students, housing world-class learning and accommodation in one secure location.

Acceptance of Position Description

This position description is current at date of approval. It may change from time to time to reflect operational needs and changes to organisational reporting relationships.

I have read, understood and accept the responsibilities and accountabilities as outlined in this position description.

Incumbent signature: _____

Incumbent name: _____

Date: _____