

Change starts here; transform your career and make a difference

When you work for MIT you become a member of an innovative and passionate team, dedicated to getting students into great jobs. You will be encouraged to learn and grow, both as an individual and as a professional. You will live and breathe our Values: We are Real, Manaakitanga, We are Connected and We are Excellent. A career at MIT gives you the opportunity to transform lives and communities.

Reports to:

Counselling Team
Leader

Location:

Health Centre

Directorate:

Student Support
services

Grade/Band:

TBC

Purpose of position:

To engage with young students through the provision of accessible and youth friendly counselling services helping them to identify and resolve issues that affect their learning, study and quality of life at MIT.

Accountabilities:

1.0 COUNSELLING

Key Tasks

- To provide clinic based and outreach counselling support services to all MIT students' with focus on youth within academic and student life environments.
- To provide timely services to support development of skills/resources in young students.
- Facilitate personal development groups (e.g. conflict resolution) in conjunction with teaching and student services staff.
- Organise debriefing sessions after incidents of stress.
- Act in a consultative role where 'at risk' students are involved
- Commit to developing and maintaining bi-cultural competence in accordance with the principles of the Treaty of Waitangi. Include support persons (family, whanau and friends) when appropriate to the benefit of the client.
- Arrange referrals where appropriate.

2.0 ADMINISTRATION AND CO-ORDINATION OF COUNSELLING SERVICE

Key Tasks

- Maintain service delivery in accordance with relevant legislation, e.g. Privacy Act, Professional Codes of Practice.
- Keep and maintain adequate clinical records ensuring confidential storage.

- Contribute to the administration of the section, including the preparation of health promotion policies, goals and evaluation procedures.
- Contribute toward the smooth running of the Health Centre e.g. answering telephone and reception enquiries, attendance at staff meetings.
- Maintain Health and Counselling Centre standards for external communication e.g. correspondence, newsletters etc.

3.0 LIAISON AND CONSULTATION

Key Tasks

- Network with teaching and student services staff to identify counselling and personal development needs of all students with focus on young students.
- Maintain collegial network – cross referrals, consultation and collegial support
- Take a pro-active role in maintaining a presence on campus; be involved with student orientation and campus activities..
- Attend relevant interest groups on campus regarding student health and welfare.
- Act as consultant and resource person for the MIT community regarding the health and wellbeing needs of young students
- Liaise with external agencies as required for client care in accordance with MIT policies
- Assist with staff development and training in areas of counsellor's expertise.

4.0 PROFESSIONAL DEVELOPMENT

Key Tasks

- Maintain regular clinical supervision
- Maintain membership of relevant professional association
- Maintain professional development by attendance at relevant training workshop and conferences; report back on same.
- Maintain links with tertiary counselling network.

Health & Safety

You are to take reasonable care for your own safety and ensure no actions or in-actions on your part compromise the safety of others. You are expected to actively encourage and participate in MIT's health and safety culture by complying with MIT health and safety policies, processes, and procedures as well as following any reasonable instruction related to health and safety.

Te Tiriti O Waitangi

Take all practical steps to create and maintain a culturally sensitive working environment for staff, students and other persons within the Faculty. Attend training about the Te Tiriti O Waitangi and/or biculturalism if required.

Organisational obligations

- Provide professional and ethical behaviour in your actions by ensuring compliance with external legislation and industry standards, and alignment with MIT's The Way We Work and MIT Values.
- As an employee of MIT you are required to familiarise yourself with and comply with all organisation policies and procedures.
- MIT's reputation is enhanced within industry and the community by all that you do
- Promote activities and initiatives that assist MIT achieve its vision and mission

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and the incumbent

MIT Values

Our Values highlight what's important and how we like to get things done at MIT. They span the beliefs, principles and attitudes that make up the spirit of our organisation. Our Values are:

WE ARE REAL

We admire people who are genuine and honest. Down to earth people who reflect the way we like to teach, with practical, hands-on learning that leads to real skills for real jobs in the real world.

We are genuine, honest and down to earth.

MANAAKITANGA

We genuinely care for others. So we make people feel welcome through kindness, understanding and respect. We make them feel appreciated by acknowledging their contributions. All of which creates an environment where achievement can be nurtured.

We care for others to nurture achievement.

WE ARE CONNECTED

We build valuable partnerships with industries, businesses and individuals, where knowledge is shared and created without silos, fences or egos. When others talk, we really listen. We're open and approachable. Because we want our networks to be strong and our relationships to be genuine and long-lasting.

We are well connected, open and approachable.

WE ARE EXCELLENT

To help people become the best they can be, we aim higher in everything we do. So we push boundaries and exceed expectations. It's the way we achieve great results and the reason we get to celebrate success.

We get great results and celebrate success.

Job Dimensions:

FINANCIAL AUTHORITY: n/a

BUDGET SIZE: n/a

REVENUE: n/a

STUDENT EFTS: xx

FTE: xx

Direct Reports:

N/a

Relationships:

Internal:	External:
Health Centre Manager, Nurses (3), Doctors(2) Counsellors (3) and Admin staff (2)	Mental Health Community Agencies
Student Support Services	Mental health Services - CMDHB
Faculty Deans, Academic staff and Faculty admin Staff	Professional Associations

Experience & Qualifications:

- Show evidence of qualifications and experience relevant to the position of Counsellor with Youth Focus. Minimum of Bachelors qualification in counselling, or psychotherapy.
- Show evidence of working with Maori and Pacific Island communities and clients.
- Have ability to engage positively and work in a multidisciplinary health team.
- Have proven oral and writing skills, an ability to communicate ideas clearly and concisely, and have effective interpersonal communication skills.
- Provide evidence that he/she is accepted and respected by others and is able to work effectively and constructively as part of a team.
- Demonstrate organisation skills to enable effective and flexible use of time.
- Have facilitation/mediation skills.

Attributes and Competencies

- Have an understanding of themselves that allows them to maintain a high level of self-esteem, to accept their strengths and weaknesses, their success and failures. They be emotionally stable, self-confident, reliable, self-motivated, resilient and trusting of others.
- Desire and ability to engage and work with Youth.
- Be sensitive to the needs and feelings of others. This must include an acknowledgement of and respect for differences stemming from culture, gender, age, disability and/or sexual orientation.
- Demonstrate a commitment to and able to work within the obligations inherent in the Ti Tiriti o Waitangi
- A robust a sense of humour.
- Be able to play an active part in institute life.

Competencies:

- **Inspiring Others:** using interpersonal styles and methods that inspire and guide individuals toward higher levels of performance; modifying behaviour to accommodate tasks, situations and individuals involved.
- **Team Work:** Works collaboratively with all members of the multidisciplinary team, providing input, support and encouragement
- **Outward Looking Orientation:** keeping MIT's purpose, values, students, customers, stakeholders and external environment at the forefront of your relationships, decision making and actions.
- **Student Commitment:** an active commitment to students' aspirations, learning and achievements.
- **Accountability:** Drive for results and commitment to delivery.
- **Building a Successful Team:** uses appropriate methods and a flexible interpersonal style to help build a cohesive team.
- **Decisiveness:** formulates clear decision criteria, makes sound decisions and commits to and implements or initiates action promptly.
- **Facilitating Change:** the ability to encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities.
- **Impact and Influence:** the ability to persuade, convince and influence others.