

Reports to: Senior TAFE Counsellor

As a TAFE Counsellor, you are responsible for providing educational, vocational and personal counselling services to intending and enrolled students within TAFE NSW and educational support to teaching staff in relevant areas.

Responsibilities:

1. Individual counselling and groupwork in:
 - 1.1. Educational counselling such as course choice and planning; skills and ability assessment; assessment of factors hindering successful course completion; study difficulties.
 - 1.2. Vocational (Career) counselling such as career choice/planning; retraining, career development; employment advice.
 - 1.3. Personal counselling in matters affecting educational progress.
2. The use of educational, vocational and psychological tests where appropriate.
3. Contact and liaison with a wider network of appropriate educational and other community agencies and resources for purposes of information and referral.
4. Referral services to appropriate internal and external service providers.
5. Information sessions on more complex educational, vocational, and financial issues.
6. Conduct of relevant surveys and investigations.
7. Services to teaching staff and college management:
 - 7.1. Educational consultancy and advisory service to teachers on student, classroom or course related matters.
 - 7.2. Identifying and reporting/recommending to management on broad trends, issues and concerns relevant to students, educational programs and/or the college.
 - 7.3. Design and conduct of staff development programs in specialist areas as appropriate.
8. Undertaking appropriate professional and administrative functions including record keeping and maintenance or confidential files.
9. Ensuring professional standards, ethics and requirements of relevant legislation are maintained.
10. Ensuring the application of all relevant TAFE policies including EEO and OH&S.
11. Performing other appropriate duties as required.

Essential Requirements:

1. Recognised degree with appropriate major in psychology as required by the Australian Psychological Society OR eligibility for registration with the Psychology Board of Australia (minimum four (4) years approved psychology).
2. Two (2) years or more recent and relevant counselling experience (personal, educational and/or vocational) OR post graduate qualifications in relevant counselling areas.
3. Knowledge of NSW secondary and post-secondary education and training systems and familiarity with current developments in the vocational education and training (VET) sector.
4. Demonstrated high level communication skills, negotiation liaison and interpersonal skills
5. Demonstrated counselling and group work skills, including crisis intervention and psychometric assessment.
6. Demonstrated ability to work in a team environment and independently.
7. Interest in and capacity to develop and deliver individual and group programs in career development competencies.