

## POSITION DESCRIPTION

# PRACTICUM COORDINATOR (COUNSELLING)

(0.4 FTE FIXED TERM)

## Our Vision

A world shaped by love, compelled and informed by the Gospel.

## Our Mission

To equip students and scholars to renew their communities with a faith as intelligent as it is courageous.

## Statement of Faith

Models a faith to others that is personally vibrant, Christ-centred, evangelical and deeply shaped by the Scriptures and demonstrates commitment to the doctrinal statement of the College and its evangelical heritage.

## Location

This role is based at Laidlaw's Christchurch campus.

## Key Relationships

**Responsible to:** Head of Counselling

**Other Key Relationships:**

- Practicum Manager (Counselling)
- Counselling faculty
- School of Social Practice Administrator
- Students

## Role Purpose

The Practicum Coordinator (Counselling) role works closely with the Practicum Manager (Counselling) to support them in the management of all aspects of practicum including student placements and the selection, training, and coordination of practicum supervisors.

In collaboration with the Practicum Manager, this role will contribute to excellent service delivery for our students, staff and other stakeholders.

In addition to the responsibilities in this Job Description, the Practicum Coordinator (Counselling) will carry out all reasonable work-related requests made by their Supervisor and undertake any tasks that are within their capabilities.

# Role Accountabilities

ACCOUNTABILITIES	KEY TASKS	KEY PERFORMANCE INDICATORS
<b>Practicum Support</b>	<p>Work with Practicum Manager to:</p> <ul style="list-style-type: none"> <li>• Support students in preparation for and in ongoing placement practicum.</li> <li>• Organise placement and supervision contracts in Christchurch.</li> <li>• Select and contract supervisors.</li> </ul> <p>Build relationships with potential placement and supervision providers.</p> <p>Assist in developing long-term relationships with key stakeholders in counselling industry, including service providers, placements, other Colleges and local professional organisations.</p> <p>Assist Practicum Manager in supervision of risk and safety management on a case by case basis in accord with the NZAC code of ethics, placement and Laidlaw policy.</p> <p>Support the Practicum Manager with related duties as required.</p>	<ol style="list-style-type: none"> <li>1. Counselling students are supported through training and communication.</li> <li>2. Counselling students are effectively supported on placement practicum.</li> <li>3. Relationships with placement and supervision providers are maintained.</li> </ol>
<b>Administration</b>	<p>Complete administrative tasks relevant to the role.</p>	<ol style="list-style-type: none"> <li>4. Administration and all related tasks are completed accurately and within the agreed timeframes.</li> </ol>
<b>Participation in College Community</b>	<p>Engage wholeheartedly in the communal life and activities of the College.</p> <p>Serve on committees and attend meetings, as appropriate.</p>	<ol style="list-style-type: none"> <li>5. College community events are attended, as appropriate, and an active contribution is made.</li> <li>6. Actively participates in meetings relevant to the role.</li> </ol>
<b>Mentoring</b>	<p>Initiate mentoring and pastoral care relationships with students.</p>	<ol style="list-style-type: none"> <li>7. Offer of regular office hours for mentoring and pastoral care are made available to students.</li> </ol>
<b>Engagement with the Wider Community</b>	<p>Participate in community service activities, such as a counsellor association, that advance the profile and reputation of the School and College.</p>	<ol style="list-style-type: none"> <li>8. Maintain full membership of a professional counselling association.</li> </ol>

# Competencies

- **Statement of Faith**

Models a faith to others that is personally vibrant, Christ-centred, evangelical and deeply shaped by the Scriptures. Demonstrates commitment to the Doctrinal Statement of the College and to its evangelical heritage.

- **Subject Matter Expertise**

Regarded within their professional community as an experienced practitioner.

- **Diversity**

Respects and engages confidently with women and men, people of all ethnicities, believers of differing theological and ecclesiastical affiliations, those of other faiths, and people who do not profess faith. Honours the bi-cultural commitments of the Treaty of Waitangi.

- **Relationship Building and Partnership Development**

Creates partnerships with people and interacts confidently, employing astute interpersonal skills and building trust and respect. Engages confidently with leaders in academic, professional associations, church and society.

- **Verbal Communication**

Communicates complex verbal concepts and information effectively and professionally with a tone, format and style well matched to the target audience. Handles face-to-face and public occasions with skill and integrity.

- **Written Communication**

Writes lucid operational documentation and correspondence. Tailors communication style to the target audience.

- **Creative Thinking**

Takes a creative approach to their role and responsibilities looking for innovative approaches.

- **Counselling Practice**

Maintains regular practice as a registered counsellor.

# Qualifications

QUALIFICATION/SKILL/ EXPERIENCE	DETAILS
<b>Educational qualifications</b>	<p><b>Essential</b></p> <p>Minimum of a Bachelor qualification in Counselling.</p>
<b>Skills/Knowledge/ Experience</b>	<p><b>Essential</b></p> <p>Active involvement in a local Christian community of faith and in Christian initiatives in the wider global community.</p> <p>Experience as counselling practitioner.</p> <p>Experience working in an administrative role working with multiple stakeholders.</p> <p>Confidence and experience working with compliance requirements</p> <p>Clear, confident and relational communication skills.</p> <p>Professional and warm telephone and email manner and etiquette.</p> <p>Strong planning and organisational skills.</p> <p>Demonstrated understanding of recent developments in the counselling and general tertiary education sectors nationally and internationally.</p> <p>Demonstrated commitment to mentoring students and providing an appropriate level of pastoral care.</p> <p>Demonstrated proficiency in Microsoft Office programmes.</p> <p><b>Desired</b></p> <p>Demonstrated awareness of adult learning needs and approaches.</p> <p>Openness to e-Learning pedagogies and technologies.</p>