

POSITION DESCRIPTION

PRACTICUM MANAGER (COUNSELLING)

(0.6 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.

Location

The location of this role is at Laidlaw's Auckland campuses.

Key Relationships

Responsible to: Head of Counselling

Other Key Relationships:

- Practicum Co-ordinator, Christchurch Campus
- School Administrator, Social Practice
- Other Lecturers/Senior Lecturers in the Schools of Social Practice and Theology
- Students
- Practicum Supervisors and Placement Liaison Persons (PLP's)

Role Purpose

The Practicum Manager is responsible for the management of all aspects of practicum including student placements and the selection, training and coordination of practicum supervisors. As a key member of the faculty team, the Practicum Manager is responsible for contributing to the Bachelor of Counselling courses and programme delivery in a way that lifts the College to the highest levels of prominence in New Zealand and Australasia.

The Practicum Manager role includes working with the national School of Social Practice's delivery of the Bachelor of Counselling at both the Henderson and Christchurch campuses.

The Practicum Manager is expected to be actively involved in the College and community and to promote the college within the wider community.

The role will also undertake other key tasks and projects as assigned by the Head of Counselling.

Role Accountabilities

ACCOUNTABILITIES	KEY TASKS	KEY PERFORMANCE INDICATORS
Practicum Process and Policy Development	Maintain compliance for all practicum activities by developing and managing key and ongoing policies and processes.	1. Supervisors, PLP's and students receive training on relevant practicum policies and processes.
Practicum Coordination	<p>Manage the practicum within 930.615, 931.615, 932.730 and 933.730 for both the Henderson and Christchurch campus. Establish and maintain productive practicum placement opportunities for students.</p> <p>Maintain and develop strong networks with peers and the wider counselling profession in New Zealand and Australia.</p>	<p>2 At least one annual onsite visit with each placement liaison person and practicum student.</p> <p>3 Sufficient placements are available for programme needs.</p> <p>4 Students complete practicum in a timely way.</p> <p>5 Attend relevant conferences (NZAC, NZCCA, etc)</p>
Practicum Relationship Management	<p>Develop and manage an effective team of practicum supervisors, placement opportunities, and key relationships with the professional community.</p> <p>Liaise with practicum support and administration in Christchurch to ensure ongoing development and management of placements in Christchurch.</p> <p>Liaise with practicum course lecturers with regard to curriculum content and development.</p> <p>Liaise with professional bodies such as NZAC and NZCCA; regarding student affiliation and provisional membership requirements.</p>	<p>6. Students receive effective supervision.</p> <p>7. Minimum of one Info Night for supervisors and PLPs held annually in Henderson and Christchurch.</p> <p>8. The availability of a strong well programme-orientated pool of supervisors and placements.</p> <p>9. Effective communication between practicum courses and practice requirements.</p> <p>10. Regular communication with placements – telephone and/or email - during each semester, regarding students' engagement and feedback from PLP's.</p>
Placement Establishment and Supervision	<p>Set-up and contracting of each placement that is new to Laidlaw.</p> <p>Signing off of each placement and supervision contract in Henderson and Christchurch.</p> <p>Select and contract supervisors.</p> <p>Supervise risk and safety management on a case by case basis in accord with the NZAC code of ethics, placement and Laidlaw policy.</p>	<p>11. Timely completion of placement and supervision paperwork.</p> <p>12. Effective risk management.</p>

Practicum Monitoring	<p>Establish and maintain effective record keeping systems.</p> <p>Transcript marking, and student interview involvement.</p>	<p>13. Practicum database and other records effectively maintained.</p> <p>14. Involvement in sufficient transcript marking and student interviews to ensure moderation of the practicum effectiveness.</p>
Mentoring	<p>Initiate mentoring and pastoral care relationships with students.</p>	<p>15. Offer of regular office hours for mentoring and pastoral care are made available to students.</p>
Participation in College Community	<p>Engage in the communal life and activities of the College.</p>	<p>16. College community events are regularly attended, and an active contribution is made.</p>
Engagement with the Wider Community	<p>Participate in community service activities, such as counsellor association, that advance the profile and reputation of the College.</p>	<p>17. Maintain full membership of a professional counselling association.</p>
College Responsibilities	<p>Serve on committees and attend meetings, as appropriate.</p>	<p>18. All meetings relevant to the Practicum Manager role are attended.</p>
Administration	<p>Complete administrative tasks relevant to the Practicum Manager role.</p>	<p>19. Administration of all related tasks are completed accurately and within the agreed time frames.</p>

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 academia and/or the Christian community as a subject-matter expert.
- **Leadership**
Is a leader who inspires dedication, enthusiasm, excellence, and authenticity in others. Leads by example and operates with integrity.
- **Discernment and Analysis**
Takes a critical view of all information, probing, evaluating, challenging, and exposing any potential issues. Does not accept things at face value but questions even at senior levels.
- **Decision-making**
Consults affected parties, thinks through ramifications and impact, and makes insightful decisions in complex situations.
- **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 academic and 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 to delivery.
- **Counselling Practice**
Maintains regular practice as a registered counsellor.

Qualifications

	DETAILS
Educational qualifications	<p>Essential</p> <p>Minimum of a degree level counselling qualification.</p>
Skills/Knowledge/ Experience	<ul style="list-style-type: none"> • Experienced counselling practitioner • Some experience as a counselling supervisor and or counselling educator • Some experience in clinical decision making would be advantageous • Experience working in an administrative role working with multiple stakeholders • Confidence and experience working with compliance requirements • Clear, confident and relational communication skills. • Professional and warm telephone and email manner and etiquette. • Strong planning and organisational skills. • A rich understanding of a range of counselling approaches, with particular skill in narrative therapy, some knowledge of person-centred therapy and an appreciation of how these can be integrated with theology • Demonstrated understanding of recent developments in the counselling and general tertiary education sectors nationally and internationally. • Demonstrated commitment to mentoring students and providing an appropriate level of pastoral care. Preferably a proven record of mentoring and coaching emerging leaders. • Active involvement in a local Christian community of faith and in Christian initiatives in the wider global community. • Demonstrated awareness of adult learning needs and approaches. • Openness to e-Learning pedagogies and technologies. • Demonstrated proficiency in Microsoft Office programmes.