



## **JOB DESCRIPTION**

**Student Counsellor**  
**Professional 6**  
**Counselling & Personal Development Service**  
**Student Support & Development**  
**11 Month Fixed-Term Contract**

### **Dublin City University**

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

### **Overview of the department**

The Counselling and Personal Development Service provides confidential one-to-one psychological counselling and specialist input on a range of personal, academic, family, social, psychological and mental health issues that hinder a student's academic performance. It is available to all registered undergraduate and postgraduate DCU students and includes support and help at time of immediate crisis.

The Service also offers staff training on identifying and responding to student in distress and mental health first aid; SilverCloud, cognitive behavioural therapy (CBT) online mental health & wellbeing

programmes; Togetherall, moderated online community support 24/7; Mindfulness based stress reduction resources including podcasts; psycho-educational workshops and groups; psychological health & wellbeing resources, practices, guidelines and information; Live wise book therapy; anonymous reporting tool through Speak Out; information on 'after hours services and supports', including 24/7 text and helpline services.

### **Role Profile**

The Counselling and Personal Development Service is currently seeking a Student Counsellor with excellent counselling/psychotherapy skills with a minimum of 3 years' student counselling experience or equivalent counselling role working with young adults e.g. in a primary care setting, with excellent mental health/ risk assessment and crisis management clinical skills.

The Student Counsellor will report to the Head of the Counselling & Personal Development Service. The candidate will also provide assistance to the Director/Deputy Director of SS&D and central services as appropriate.

### **Duties and Responsibilities**

The duties and responsibilities of the position include, but are not restricted to, the following:

- To provide individual counselling to students with emotional, psychological, social, academic or personal development needs.
- To conduct mental health and risk assessments, formulations, and provide appropriate clinically informed intervention(s).
- To provide student counselling informed by the psychological resources and workshops provided by the Counselling and Personal Development Service (C&PDS) and Student Support & Development (SS&D).
- To hold an active caseload providing individual counselling and assist to facilitate students' progression.
- To provide emergency crisis intervention when/as required.
- To maintain accurate and confidential case records and statistical data as required using service templates and electronic database in line with current Data Protection legislation and best practice.
- To liaise with and make referrals, as appropriate, to the DCU Health Service and the Disability & Learning Support Service using the two-way inter-service referral system. To refer students to external services as appropriate and to develop links with services in the community such as Voluntary Agencies and Statutory Services e.g. Community Mental Health.
- To liaise with and signpost as appropriate to other DCU student support services (e.g. with Student Advice Centre, Student Learning, Student Financial Assistance, Careers, Chaplaincy, Access, Autism friendly office, etc.).
- To liaise with and advise academic staff in relation to individual student needs, with the students consent.

- To design and deliver psycho-educational workshops and/or facilitate groups, development of resources for students as required (e.g. relationships, conflict management, and substance use, etc.).
- To participate in Student Counselling Service staff and clinical team meetings. To participate and contribute to the ongoing review and development of the service delivery model, procedures and policies, etc. To identify opportunities and new approaches to student counselling and assist the strategic goals of the University.
- To contribute to research focused on improving clinical practice, such as client satisfaction, comparing effective therapies etc. using outcome measures.
- To adhere to best practice, professional & ethical standards and clinical governance. To act in accordance with the C&PDS policies and procedures, University policy and procedures and relevant legislation e.g. The Data Protection Acts 1988-2011, The Freedom of Information Acts 1999-2014, Children First Act 2015. To work within professional ethical guidelines of a recognised professional body (e.g. ICP, IACP, PsSI).
- To participate in CPD training and meet the criteria for professional body membership.
- Report to the Head of the C&PDS on all clinical and service related matters; seek guidance/clarity where necessary on casework/referrals/reporting/work related issues etc.
- In agreement with the Head of C&PD, to participate and contribute to the Psychological Counsellors in Higher Education Ireland (PCHEI).
- To carry out any additional duties as required by the Head of the Counselling & Personal Development Service.

## **Qualifications and Experience**

### **Essential Criteria**

- A clinical training qualification (minimum master's degree or equivalent) in Counselling Psychology, Psychotherapy, or Clinical Psychology.
- Hold full accreditation status with ICP, IACP, PsSI or equivalent.
- At least 3 years post qualification relevant counselling experience preferably in student counselling or counselling with young adults.
- Experience applying core clinical mental health assessment including risk assessment, evidence informed interventions and evaluations.
- Experience in working with complex mental health needs, risk management, crisis management, and referral skills.
- A proven record of managing a large clinical caseload.
- Experience of working in a brief therapy model and in integrative psychotherapy.
- Ability to treat personal and sensitive data and documentation confidentially.
- Excellent communication, interpersonal, reporting and written skills,
- Ability to work independently with initiative and to work collaboratively/building relationships within a highly professional and innovative service team.
- Evidence of ability to empathise and treat students and colleagues with dignity and respect.
- Demonstrate experience in networking and working as part of a multidisciplinary team and across units/departments.

- Competency knowledge and experience of databases, IT systems, and an ability to learn new IT skills relevant to the role.
- Experience in providing psycho-educational workshops.
- Experience in facilitating groups and evaluation of group interventions.
- Solid organisational and time management skills, an ability to work in a busy clinical environment, to respond in a flexible manner to emerging needs, ability to adapt to change, to prioritise, complete tasks and meet deadlines.
- Dedication to professional development, best practice and research.

#### **Desirable Criteria**

- An interest in, and experience of, equality, diversity, inclusion and multiculturalism issues, including mental health stigma reduction, non-traditional students, international students, etc.
- An interest in, and experience of, online mental health programmes.
- Experience in use of client outcomes and client feedback.
- Project management skills.

#### **Essential Training**

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.