

## **Experienced Part-time Student Counsellor's Duties and Responsibilities**

1. The part-time counsellor is available to provide the following services:
  - Direct student contact, either formal or informal
  - Consultation with teaching staff, allied staff - about student issues or their own feelings, in relation to students or their own lives which may impact upon their professional performance
  - Consultation with parents/carers of students who wish to explore their own views of problems being addressed
  - Mental health training for teachers and professionals
2. Willingness to deliver a Peer Support Training programme preferred.
3. If additional counseling is required for any student, the part-time counsellor will recommend to the Director of Student Welfare at LPCUWC that additional services are required and the part-time counsellor will suggest appropriate referral pathways for the student to access.
4. In the event a student has serious identifiable mental health needs requiring specialist assessment and intervention, the Director of Student Welfare at LPCUWC will be informed and the part-time counsellor will provide assistance with referral to specialist services.
5. An annual report at the end of the final term to report on the demand and utilization of service and to provide insight into any themes, ongoing issues that relate to the provision of service or which inform a training agenda.
6. In the event of a tragedy involving staff or students at LPC, the part-time counsellor will be available outside of regular hours to offer professional counseling support.
7. Any additional duties which exceed normal administrative duties (such as extended telephone consultation or dealing with emergencies) will be billed by the hour on a pro rata basis at the end of each month. The rate will be the same for the on campus service delivery.

CONFIDENTIALITY is of paramount importance between LPCUWC and part-time Counsellor. Therefore the part-time counsellor will be provided with a room that is:-

- a) Private – away from main student/ staff traffic, lockable, and with comfortable seating arrangements and
- b) Sound proofed and curtained rooms.