

JOB TITLE	Psychologist II	GRADE	12
POSITION CODE	50001281 and 50001330	OFO CODE	
DIVISION	Student Services and Development Counselling Centre	INCUMBENT	Vacant
SUPERVISOR/MANAGER	Manager: Counselling Centre	JOB TYPE (ACADEMIC/SUPPORT)	Support
PERMANENT OR CONTRACT (IF CONTRACT – LENGTH OF CONTRACT)	Permanent	FULL-TIME OR PART-TIME (IF PART-TIME HOW MANY HOURS PER DAY)	Full-time
COUNCIL FUNDED POST OR OUTSIDE FUNDED	Council	DATE APPROVED	04 August 2014 Updated 30 October 2023 (HS)

MAIN JOB OBJECTIVE/S
As a senior member of a team of psychologists and interns in the Counselling Centre, the primary purposes of this job are to provide comprehensive counselling and psychological support to students, provide advice to University staff members in managing students with psychological problems, assist the Head of the Centre in the supervision and training of intern psychologists.

DESCRIPTION OF KEY RESPONSIBILITY AREAS	KEY PERFORMANCE INDICATORS
PSYCHOTHERAPY 30%	<ul style="list-style-type: none"> Individual psychotherapy: mostly on a short-term basis with a limited number of longer cases seen. Group therapy, particularly in response to specific needs of students. Family interventions: in support of students HIV pre and post-test counselling for students and staff. Crisis intervention (this individual would be expected to supervise and be available to attend to crises after hours). Must demonstrate advanced knowledge in at least one of the main therapeutic traditions.

ASSESSMENT 10%	<ul style="list-style-type: none"> • Psychometric assessment. • Career assessments. • Cognitive/Scholastic assessments.
SUPERVISION AND TRAINING 35%	Supervision and training of intern counselling psychologists. The HPCSA requirements for supervision is a minimum of three years' appropriate experience after qualifying as a psychologist.
PSYCHO-EDUCATION 10%	<ul style="list-style-type: none"> • Development and facilitation of training courses for staff and students on campus • Development and distribution of information materials. • Promotion of psychological health and well-being of students.
ANTI-HARASSMENT SERVICE 5%	<ul style="list-style-type: none"> • Counselling students who have been harassed. • Offering them alternative ways of addressing the problem. • Liaising with relevant authorities in the university structures to report harassment.
LIAISON 5%	<ul style="list-style-type: none"> • Consultation with staff regarding students' difficulties. • In a particular circumstance and with the permission of the student, contacting relevant staff and/or parents/guardians. • Working with the Career Centre on particular cases that require assessment.
ADMINISTRATION 5%	<ul style="list-style-type: none"> • Case management. • File management.

JOB REQUIREMENTS	
EDUCATION AND EXPERIENCE Registration and compliant with the Health Professions Council of South Africa (HPCSA) as a Counselling Psychologist (Masters' degree) with at least 3 year's relevant work experience over and above their internship. Individuals who have supervised interns will be at an advantage. Relevant experience includes: - <ul style="list-style-type: none"> • Any work with adolescents or individuals in early adulthood. The greater the diversity of this experience the better for example, experience in one on one counselling, group counselling and educational work • Those individuals with specific experience of working with University students will also be at an advantage. • Experience in training of groups 	

- Experience in the counselling of HIV/AIDS patients will be an advantage as well as any involvement in HIV/AIDS initiatives/programs
- Being able to speak Xhosa will be an advantage

COMPETENCIES, I.E. KNOWLEDGE, SKILLS AND ATTRIBUTES

The job incumbent is required to demonstrate the following competencies: -

PROFESSIONAL COMPETENCIES

- Sound understanding and knowledge of adolescent/early adulthood development
- Genuine interest in working with students
- Strong evidence based counselling and psychotherapeutic skills
- Ethical and professional orientation at all times
- Ability to supervise interns, interested in their development and growth, providing sufficient feedback

PEOPLE AND COMMUNICATION SKILLS

- Excellent interpersonal skills, able to develop a quick rapport with individuals and be perceived as trustworthy
- Sound communication (verbal and written) skills in English
- An ability to speak other official languages, particularly Isi-Xhosa will be an advantage
- High level of self-awareness, is committed to own development
- Able to gain the trust of others, able to maintain confidentiality when required and appropriate

ADMINISTRATIVE SKILLS

- Sound Computer literacy: able to work with a word processor, spreadsheets, use the internet and email

SUPERVISION SKILLS

- Ability to schedule and allocate work amongst staff
- Ability to motivate the staff and develop a positive and productive work climate
- Ability to develop the staff
- Ability to monitor the quality of work and take steps if the quality is problematic
- Ability to motivate for change amongst the members and get their commitment to changes proposed

WORK BEHAVIOURS

- Strong service ethic with a track record of continuous improvement
- Able to work independently as well as a member of a team
- Actively seeks feedback
- Able to withstand criticism and use constructive criticism to improve service delivery and own contribution
- Professional and able to produce work of a high quality
- Shows initiative

SUBORDINATES

Yes – Intern Psychologists

FUNCTIONAL RESPONSIBILITIES

PLANNING

(i) What is the longest (macro) period that the jobholder has to plan ahead?

Annual

(ii) Typically, how long are the micro phases/time periods that the macro planning is divided into?

1 to 2 months

ADDITIONAL INFORMATION	
FOR HR USE ONLY - TO BE COMPLETED BY HR	
RemChannel Code	1090
Note: Any changes made to the job profile (other than the name of the incumbent, the position code and OFO code) must be approved by the Director: HR or the Deputy Director: HR.	