RHODES UNIVERSITY
Where leaders learn

JOB TITLE	Psychologist I	**GRADE**	11
POSITION CODE	50000016	**OFO CODE**	
DIVISION	Student Services and Development: Career Centre	**INCUMBENT**	
SUPERVISOR/MANAGER	Manager: Student Wellness	**JOB TYPE (ACADEMIC/SUPPORT)**	Support
PERMANENT OR CONTRACT (IF CONTRACT – LENGTH OF CONTRACT)	12-month contract	**FULL-TIME OR PART-TIME (IF PART-TIME HOW MANY HOURS PER DAY)**	Full-Time
COUNCIL FUNDED POST OR OUTSIDE FUNDED	Council	**DATE APPROVED**	August 2011 Updated 30 October 2024 (HS)

MAIN JOB OBJECTIVE/S
To provide comprehensive Career and Counselling Services to students and prospective students.

DESCRIPTION OF KEY RESPONSIBILITY AREAS	***KEY PERFORMANCE INDICATORS***
CAREER COUNSELLING – 30%	• Individual Career Counselling: Mostly on a short-term basis and within a brief period (30 minute sessions). • Group counselling of students, particularly in response to specific needs of students e.g. CV workshops, interviewing skills, job search skills. • Family sessions as required in support of existing students to discuss career and subject choices at University. This may include meeting with parents and prospective students to discuss study options available at Rhodes University. • Answering e-mails and telephonic queries received at the Career Centre regarding career choices and study options available at Rhodes University.

PSYCHOTHERAPY OF STUDENTS - 30%	**PSYCHOTHERAPY: of students as assigned by the Counselling Centre which may include:** ● Individual psychotherapy: mostly on a short-term basis with a limited number of longer cases seen ● Couple therapy – short term problem focused ● Group therapy, particularly in response to specific needs of students All counselling meets the professional standards as laid down by the Health Professional Council of South Africa. The counsellor interacts with students in a helpful, friendly manner with respect for their need for confidentiality and anonymity. All protocols established by the Centre are adhered to unless there is a justifiable reason for not doing so.
STUDENT ASSESSMENT – 10%	● Psychometric assessment. ● Career assessments.
PSYCHO-EDUCATION – 20%	● Development and distribution of information pertaining to career development. This includes preparing and presenting various career presentations. ● Assisting the Head with maintaining and ensuring up to date information is available on the Career Centre website. ● Assisting students with the use of the internet to access available resources for job opportunities and career information. ● Preparing and presenting workshops on career development.
LIAISON – 5%	● Consultation with relevant academic departments within the University as required. ● Liaising with schools and guidance teachers for career guidance. This may require preparing presentations for career days. ● Consulting with companies and organisations as required for the efficient running and evaluating of the Graduate Recruitment programme as delegated by the Head of the Career Centre. ● Appropriate referral of students to the Counselling Centre for psychotherapy.

ADMINISTRATION – 5%	• File management. • General Office management when required.

JOB REQUIREMENTS

EDUCATION AND EXPERIENCE

A qualified and registered counselling psychologist (Masters' degree) and having served an internship of at least one year. Active registration with HPCSA.

Relevant experience includes: -

- Any work with adolescents or individuals with respect to Career Guidance. The greater the diversity of this experience the better for example, experience in one-on-one counselling, group counselling, educational work and Psychometric Services.
- Experience in dealing with Secondary School Learners will be an advantage as well as any experience with students at a Tertiary level.

COMPETENCIES, I.E. KNOWLEDGE, SKILLS AND ATTRIBUTES

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

PROFESSIONAL COMPETENCIES
- A good understanding and knowledge of Career Development Theory and Practice in adolescence and early adulthood
- Interest in working with students
- Ability to train and educate students and staff on educational programmes
- Counselling and psychotherapeutic skills
- Ethical and professional orientation at all times

PEOPLE AND COMMUNICATION SKILLS
- Ability to communicate effectively both verbally and in writing in English
- Ability to communicate in other official languages is desirable and will be an advantage

ADMINISTRATIVE SKILLS
- Sound Computer literacy: able to work with a word processor, spreadsheets, use the internet
- Sound administration with an electronic administration environment

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

None

FUNCTIONAL RESPONSIBILITIES	
PLANNING (i) What is the longest (macro) period that the jobholder has to plan ahead? 3 months (ii) Typically, how long are the micro phases/time periods that the macro planning is divided into? Weekly	
ADDITIONAL INFORMATION	
FOR P&C USE ONLY - TO BE COMPLETED BY P&C	
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 P&C Director or the Senior Manager: Specialist HR Services.	