



Fulton Adventist
University College

"Others" | EST 1905

JOB DESCRIPTION

POSITION	:	COUNSELLOR
EMPLOYER	:	Fulton Adventist University College of the Trans Pacific Union of the Seventh-day Adventist Church
LOCATION:		Masimasi, Sabeto, Nadi
DATE:		28 March 2025

Fulton Adventist University College Mission Statement

To empower graduates through quality Adventist Higher Education for dedicated service.

Position Overview

The role of the Counsellor is to be:

Responsible for providing professional counselling services to students, supporting their mental health, emotional well-being and academic success.

Qualifications Expected

- A practising baptised member of the Seventh-day Adventist Church with a strong commitment to its mission and lifestyle. This would incorporate an active relationship with Jesus Christ characterised by a deep desire for worship and service to God.
- Relevant tertiary qualifications and experience in Counseling, Psychology, Social Work or related field. A Master's degree would be preferable.

Core Competencies

- Well-developed interpersonal and relationship skills.
- An effective communicator with excellent presentation and verbal reasoning ability.
- Provide one-on-one counseling sessions to students dealing with a range of personal, academic and emotional issues.
- Willingness to engage in lifelong learning.
- Proven willingness to work as a member of a team or independently, as required.
- Relevant ICT skills.
- Understanding and application of the SDA Philosophy of Education.

JOB DESCRIPTION

Individual Counselling

- Provide confidential one-on-one counseling sessions to students dealing with a range of personal, academic and emotional issues.
- Address concerns, such as stress, anxiety, depression, relationship difficulties, grief, academic challenges and adjustment issues.
- Develop personalized treatment plans and offer support through evidence-based therapeutic techniques.

Group Counselling

- Lead and facilitate group therapy sessions on topics such as stress management, coping skills, and personal development.
- Organise support group for students dealing with similar concerns (e.g. Grief, support, anxiety support, etc).

Crisis Intervention

- Provide immediate support during crisis situations, such as mental health emergencies or students at risk of harm to themselves or others.
- Work in collaboration with campus security, medical staff and other resources to ensure the safety and well being of students in crisis.
- Offer short-term emergency counseling as needed and refer students to appropriate long-term care providers.

Mental Health Education Awareness

- Organise and conduct workshops, seminars and outreach programs to raise awareness about mental health, wellness and available support services.
- Develop and distribute educational materials on mental health topics relevant to the student population.

Consultation and Collaboration

- Collaborate with faculty, staff and administrators to identify students in need of support and provide guidance on addressing student concerns.
- Offer training to faculty and staff on recognizing signs of distress and how to refer students to counselling services.
- Work with other Campus resources, such as academic advisors and health services, to provide holistic support for students.

Documentation and Record Keeping

- Maintain accurate and up-to-date records of counseling sessions, assessments and student progress in compliance with ethical and legal standards.
- Ensure confidentiality and privacy of student information in accordance with university policies and legal requirements.

Referral Services

- Refer students to external mental health providers or community services when specialized or long-term treatment is required.
- Coordinate with local mental health professionals and services to ensure students receive comprehensive care.

Program Development

- Contribute to the development and enhancement of counseling programs and services to meet the evolving needs of the student population.
- Participate in departmental planning, evaluations and assessments to ensure services align with the university's goals.

Adhering to Department Requirements

- Attend all department meetings and contribute positively to departmental planning under the leadership of the Director of Student Services/or Deputy Principal.
- Meet deadlines for all department requirements. Cooperate with the Head of Department in exercising effective financial responsibility in keeping the expenditure within the allocated budget.

Professional Development

- Maintain your own professional development by joining professional associations, participating in academic conferences and engaging in study, research and publication in consultation with the Director of Student Services and Deputy Principal.
- Maintain professional relationships and a personal lifestyle in harmony with the principles enunciated in various documents of the Seventh-day Adventist Church and the Code of Ethics published in the *Employee Handbook*.
- As part of the Performance Management process, critically reflect on your performance, including a response to student feedback.

Occupational Health and Safety

- Contribute to the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Report any injury, hazard or illness immediately, where practicable to their supervisor.
- Avoid placing others at risk by any act or omission.

Note: for a full overview of Fulton Adventist University College's approach to OHS all staff should refer to the *Employee Handbook*.

Spiritual Contribution

- Actively participate in the spiritual, cultural and recreational life of the campus.

- Serve as a spiritual leader, seeking to create on campus an atmosphere congenial to Christian growth and encouraging students by example and word to make personal commitments to Christ.

Committee and Board Membership

- Attend all scheduled meetings and staff meetings, and worships and serve on other college committees as elected by the College Administration.
- Member of other institutional committees as appointed by the Administration.

Key Performance Indicators

- Consistently reflects the mission and values of the College.
- Competently meets the specifications of the Job Description.
- Has a thorough mastery of the specific knowledge and competencies required for this position.
- Consistently demonstrates sound judgment in decision making.
- Seeks guidance from appropriate sources when involved in important decision making.
- Actively nurtures and supports all persons who report directly to him/her.
- Facilitates the effective management and development of the service under his/her care.
- Has a clearly defined vision that reflects the College's mission.
- Responds positively to feedback.
- Meeting all submission and reporting deadlines.

Terms and Conditions:

The terms and conditions shall be read in conjunction with the *Fulton Adventist University College Employee Handbook*, this job description and the *SPD Working Policy* as amended from time to time.

Appointed by:

Fulton Adventist University College Board.

Term:

This is an appointed position. Subject to satisfactory performance the person appointed shall hold office from the time they take up their duties until the end of their term of service. At the end of this time, contracts will be reviewed with view to renewal.

Performance appraisal:

Informal review after 6 months then formal and/or informal appraisal at 12 - 18 month intervals.

Responsible to:

Director of Student Services and Fulton Adventist University College Administration.

Remuneration:

As per the SPD Wages Schedule, as amended from time to time.

Personal Commitment

Being employed by the Seventh-day Adventist Church requires personal commitment to its mission and lifestyle. The holder of this position will reflect in their personal and professional life the church's Christian values, as referred to in the *Fulton Adventist University College Employees' Handbook*, and the *SPD Working Policy*.

Confirmation

Name of the appointed person: _____

Signature of the appointed person: _____

Date of signing: _____

Signature of witness: _____

[Fulton Adventist University College Officer]