

# THE HONG KONG POLYTECHNIC UNIVERSITY

## STUDENT AFFAIRS OFFICE

### Post Specification

**Counsellor (Clinical Psychologist / Counselling Psychologist)** (Ref. 22053001)

### Duties

The appointee will be required to:

- (a) provide counselling services to students individually or in groups;
- (b) conduct psychological assessments;
- (c) handle difficult cases and cases in crisis situations that require crisis intervention;
- (d) initiate and coordinate university-wide projects and programmes for the promotion of students' psychological, physical and spiritual wellness;
- (e) work in close collaboration with academic faculties / units in providing training, workshops and support for students for their holistic development specific to the needs of faculties / units;
- (f) provide training, clinical and administrative support and/or supervision to other staff members in helping students;
- (g) liaise with academic staff, family members and outside agencies on matters relating to counselling cases and students' psychological, physical and spiritual wellness;
- (h) draft and compile documents / reports / replies to enquiries / complaints whenever necessary;
- (i) coordinate and maintain an e-filing system with proper documentation;
- (j) supervise junior staff when necessary;
- (k) support the Section Head of Counselling and Wellness Section of the Office and his/her delegates in planning the Section's development and operation; and
- (l) perform any other duties as assigned by the Dean of Students or his/her delegates.

The appointee will be required to work irregular hours if necessary.

### Qualifications

Applicants should have:

- (a) a recognised doctoral degree or master's degree in Clinical Psychology or Counselling Psychology, and be eligible for membership of relevant professional bodies;

- (b) at least five years' post-qualification solid experience in counselling, preferably in educational setting and/or mental health setting;
- (c) good servicing attitude and communication skills;
- (d) an excellent command of both written and spoken English; and
- (e) the ability to communicate effectively in both written and spoken Chinese, with fluency in Putonghua being an advantage.

Shortlisted candidates will be invited to sit for a written test.

[Applicants who have responded to the previous advertisement(s) need not re-apply.]

### **Remuneration and Conditions of Service**

A highly competitive remuneration package will be offered. Initial appointment will be made on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. Applicants should state their current and expected salary in the application.

### **Application**

Please send a completed application form by post to **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong** or via email to [hrstaff@polyu.edu.hk](mailto:hrstaff@polyu.edu.hk). Application forms can be downloaded from [https://www.polyu.edu.hk/hro/careers/guidelines\\_and\\_forms/forms](https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/forms). If a separate curriculum vitae is to be provided, please still complete the application form which will help speed up the recruitment process. **Consideration of applications will commence on 13 June 2022 until the position is filled.** The University's Personal Information Collection Statement for recruitment can be found at [https://www.polyu.edu.hk/hro/careers/guidelines\\_and\\_forms/pics\\_for\\_recruitment](https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/pics_for_recruitment).

30 May 2022