

ADVERT ID 188772

## General

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### Marino Institute of Education

Griffith Ave Dublin 9 Dublin D09 R232  
<https://www.mie.ie>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Higher & Further Education  
**Date Posted:** Wed Apr 19 2023  
**Application Closing Date:** Wed Apr 26 2023  
**Commencement Date:** Tue May 9 2023  
**Status of Post:** Temporary  
**Number of Vacancies:** 1

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#### POST DETAILS

**Title:**  
Assistant Psychologist through the Medium of Irish  
**Description:**

ASSISTANT PSYCHOLOGIST (Irish Language)  
4 Months Fulltime Contract or less working hours for a longer period up to a maximum of 8 months  
(Salary Grade pro rata to fulltime annual salary of €29,000)

GENERAL JOB DESCRIPTION  
Duties and General Terms & Conditions of Employment

#### 1 CANDIDATE PROFILE AND SCOPE OF THE POSITION

Marino Institute of Education (MIE) wishes to appoint an Assistant Psychologist Fulltime for 4 months or for less hours part time for a maximum period of 8 months to assist the Student Counselling Service to provide counselling services to students through the medium of the Irish Language.

MIE Student Counselling Services provide mental health and wellbeing support for students registered in the Institute. These include one-to-one counselling, groups, and other outreach and prevention activities. MIE is seeking an experienced assistant psychologist to assist the Director and the Fulltime Student Counsellor, and specifically to provide access through the medium of Irish for those who express a preference for Irish and particularly for those students who are undertaking their course through Irish.

The role of Assistant Psychologist offers wide ranging experience relevant to those interested in pursuing a career in clinical or counselling psychology. The post provides an opportunity to develop skills in the provision of clinical assessments, referral & liaison, delivery of psychoeducational presentations/workshops, and other outreach and prevention interventions, both face-to-face and online, through the medium of the Irish and English languages.

MIE Student Counselling Services work with Access, Disability, Student Engagement Officer,

Chaplaincy, Tutors and others, contributing to MIE's key Strategic Objectives of Teaching , Research, Universal Access, Sustainability and Technology, and to the following goals: the provision of a quality Irish medium education, access, equity and diversity, internationalisation, and a strong community spirit.

Essential Qualifications & Skills (i.e. those, without which, a candidate would not be able to do the job. Applications that have not clearly demonstrated that candidates possess the essential requirements will not be shortlisted):

In order to be considered for this post, applicants will require:

#### Qualifications and Registration

- An Honours undergraduate degree.
  - A Masters degree in a relevant area of psychology (e.g., Applied Psychology, Mental Health Practice).
  - Eligibility for graduate membership of the PSI (Psychological Society of Ireland) or equivalent.
- Relevant work/placement/volunteer experience in a student counselling and/or in a mental health setting.

#### Experience

- Use of active listening skills to understand client needs and provide appropriate referrals to services, i.e. assessment & triage skills.
- Presentation and workshop/training facilitation skills.
- Conducting and producing research/audit reports.
- Work as a member of a team in prior role(s).

#### Knowledge

- An understanding of the mental health needs, clinical presentations of Third level students.
- Knowledge of evidence-based practice –
- An understanding of what interventions work best for supporting clients. –
- Knowledge of effective online/offline strategies for promoting student mental health more broadly.
- Familiarity with media/online discourse around mental health

#### Skills

- Proven fluency in Irish and ability to work through the medium of Irish language.
- Strong clinical assessment-triage skills.
- Excellent communication, written and interpersonal skills.
- Excellent Information Technology / computer skills.
- Excellent organisational and time management skills – ability to work under pressure to complete tasks, meet deadlines and multi-task.
- Ability to create and maintain relationships with stakeholders, e.g., student groups, student leaders, etc.
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#### Desirable Criteria:

- Use of social media in a professional capacity.
  - Running information campaigns, ideally re: mental health promotion.
  - Work with volunteers in an advisory capacity.
  - Interest in, and experience of, online mental health programmes.
  - Ability to turn psychology expertise into accessible self-help resources (blog and vlog posts, infographics, etc.) for students.
  - Excellent online media/campaign skills.
  - Website editing skills, e.g., Dreamweaver.
  - Visual media skills - basic photo & video editing, graphic design.
- Campaign project management skills.

#### Personal Attributes

- Commitment to best practice, professional development and research.
- Enthusiastic, flexible and able to adapt to change.
- Commitment to an ethos of service to students and staff.
- Reliable, cooperative and trusted team member.
- Committed to equality, diversity, and inclusion.
- Flexible approach to working hours as the demands of the post may require work outside normal office working hours from time to time and may involve one late evening a week during term.

Note: Previous experience in delivering mental health & wellbeing through Irish is desirable and preference will be given to candidates who have done so and who have substantial experience in mental health/clinical services or student counselling services.

## 2. JOB DESCRIPTION

### Reporting Relationship

The appointee will be required to carry out the duties attached to the post, under the general direction of the director of the Student Counselling Service, who will oversee and agree their workload and tasks. The appointee will be line managed on a day-to-day basis by the full-time student counsellor, who will also provide weekly in house clinical supervision. Monthly or bi-weekly external supervision will be provided by an external clinical psychologist. The reporting relationship may be subject to periodic review, in line with service needs and developments in the Institute.

### Duties and Responsibilities—

#### Main Responsibilities:

##### Clinical

- Carry out brief assessments and make appropriate referrals.
- Deliver one-to-one Coping Skills sessions to clients.
- Maintain accurate, confidential GDPR complaint records of practice using the Service data management system (Titanium). (Notes will need to be kept in English). Collaborate with requirements for data collection, outcome measurement and statistical returns.
- Assist with responding to individual student or Institution-wide emergencies if required.
- Liaise with other support services for students (e.g., health, disability and chaplaincy). Consult and provide advice in relation to individual student needs as appropriate.
- Liaise with external statutory and voluntary services in relation to students needs as relevant.
- Attend weekly clinical and Service development team meetings and internal clinical supervision.
- Assist with the development and updating of policies and procedures for the Service.
- Assist with Service research, evaluations, and audits in relation to best practice and contribute to the production of reports.
- Participate in continuing professional development training offered by PCHEI (Psychological Counsellors in Higher Education Ireland) and regular external clinical supervision as provided.
- Comply with all legal and statutory requirements, with particular reference to Children First and vulnerable adults.
- Work within the guidelines of the MIE Student Counselling Services and the ethical guidelines of the relevant professional body.
- Adhere to MIE policies and procedures.

##### Outreach and Prevention

- Provide outreach and consultation with the MIE community, including positive mental health promotion.
- Assist in preparation and delivery of Wellbeing Workshops e.g., preparing and managing successful placements, consent workshops, stress and performance etc.
- Assisting in the promotion of online mental health & wellbeing programmes and other supports that are available to students e.g. TEXT MIE 50808, Togetherall etc.
- Source and disseminate relevant health and wellbeing self-help materials for students.
- Assist in the development and maintenance the SCS website.
- Assist in designing and delivering student and staff training in areas including but not limited to sexual consent, first responder, supporting distressed students, providing support as a tutor, Student Union class rep training.

##### Other duties may include:

- Play an active role in the development of Outreach and Prevention initiatives/campaigns/materials, promoting student mental health & wellbeing across the MIE community.
- Develop relevant psychoeducational written and video content for social media.
- Work with the Student Engagement Officer and others to assist in the promotion of outreach programmes using social media, growing our social media presence (Facebook, Twitter, and Instagram).

- Any other relevant duties as may be requested by the Service Director or their nominees, depending on successful applicants' experience and service needs.

It should be noted that in each work area/department within the Institute, the appointee must work as part of a team. Although duties pertaining to the post are broadly defined under the various headings as listed, the list of duties is not exhaustive. The appointee will be required to function in a flexible and collegial manner. MIE retains the right to assign new duties and/or to re-assign staff to other areas of the Institute, in response to service needs.

## 3. APPLICATION, SELECTION PROCESS AND OTHER GENERAL INFORMATION.

## Method of Selection for Recommendation

A shortlist of applicants will be drawn up based on the applicants' qualifications, suitability and relevant work experience as detailed in the application. It is the responsibility of the applicant to ensure that all relevant information is included in their application and that they clearly identify how they meet the specified candidate criteria.

Interview will be by interview panel consisting of not fewer than 3 persons and will comprise of the most suitable and qualified people to assess applicants in the discipline. All appointments to employment at MIE are made by the Governing Body. The interview panel's recommendations for appointment of successful applicants for all posts will be submitted to the MIE Governing Body for their consideration and decision.

Candidates must produce satisfactory documentary evidence of all training and experience claimed by them.

### Probationary Period

The appointment is subject to satisfactory completion of a 3-month probationary period. The probationary period may be extended at the discretion of the Institute but will not in any case exceed 4 months. Absences during the period of probation will extend the probationary period. Performance and conduct during the probationary period will be monitored through a process of assessment meetings. Termination of employment during the probationary period will be at the discretion of the Institute. An abridged version of the disciplinary procedure will apply to employees on probation.

### Garda Vetting

The successful applicant will be required to participate in Garda vetting. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the Institute's requirements in this regard will be excluded from consideration for appointment.

### Salary

Pro rata to an annual fulltime salary of €29,000.

The current annual salary scale will be pro rata and depend on prior experience.

### Making of Applications

Application by Cover letter and CV only (no special application forms are supplied), preferably by email to [careers@mie.ie](mailto:careers@mie.ie) or by post to:

The Human Resources Office  
Marino Institute of Education  
Griffith Avenue  
Dublin 9.

Completed applications must be received by 5.00 pm on Wednesday 26 April 2023 Late applications will not be accepted.

The Institute will not be responsible for any expenses, including travelling expenses, which candidates may incur in connection with their candidature.

The Marino Institute of Education is an equal opportunities employer.

## APPLICATION REQUIREMENTS

- Curriculum Vitae
- Covering Letter

Applications may be submitted by

#### APPLY TO THIS JOB VACANCY

**Apply To:** Griffith Ave  
Dublin 9  
Dublin  
D09 R232

**County:** Dublin

**Postal District:** Dublin 9

**Enquiries To:** [jenna.coyle@mie.ie](mailto:jenna.coyle@mie.ie)

**Website:** <https://www.mie.ie>

**Further Information:** <https://www.mie.ie>

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