

**Nipissing University**  
**POSITION DESCRIPTION**

<b>JOB TITLE:</b>	Counsellor (BIPOC Student Support)
<b>DEPARTMENT:</b>	Student Development Services
<b>CLASSIFICATION:</b>	Full Time – Support Staff
<b>WAGE GRADE:</b>	WG 110
<b>EMPLOYMENT STATUS:</b>	Permanent
<b>SUPERVISOR:</b>	Manager, Student Counselling Services

**SUMMARY OF FUNCTIONS:**

Counselling Services strives for an environment that reflects our society and our student body. To address the unique needs and concerns of Black, Indigenous, and Racialized students, we are seeking a BIPOC candidate who has clinical knowledge and experience in mental health and wellness matters related to the lived experiences of BIPOC individuals and communities.

As a member of the Student Counselling Services team, the Counsellor is responsible for providing drop-in individual and/or group counselling, coordinating student development and retention programs, and participating in community development and capacity building with the Nipissing University student population. The Counsellor will support both BIPOC and non-BIPOC students. The Counsellor participates in both individual supervision with the Manager of Student Counselling Services and peer-supervision with other counselling staff in the case planning process.

**DUTIES AND RESPONSIBILITIES:**

**Personal Counselling**

**(75%)**

Adhering to professionally approved standards of practice, the Counsellor is required to:

- Complete intake assessments on individual students
- Assess areas of student functioning, e.g. stress, depression, risk assessment, crisis management, relationship issues, support systems, etc.
- Provide counselling with high-risk clients and in emergency situations
- Establish appropriate intervention plans with the student and in consultation with the Manager as required;
- Accurately assess individual levels of functioning and risk of personal harm
- Provide counselling through prescheduled appointments and drop-in sessions
- Implement interventions based on the assessment and the plan using accepted models of clinical practice (including the use of group counselling and e-counselling methods) and informed by a diversity Lense
- Ensure BIPOC students are provided culturally relevant therapy services
- Establish and adhere to an appropriate time frame in the implementation process;
- Advocate on behalf of the student/organization/community to facilitate service delivery
- Provide direct counselling intervention and follow-up to a broad spectrum of social issues relative to the university student population
- Develop and maintain appropriate therapeutic relationships with students
- Provide and promote diversity conscious counselling support within the student population
- Consult/liase with appropriate community resources, e.g. mental health, medical, social services
- Maintain student records and confidentiality of records as per accepted standards of practice

- Participate in the evaluation of the effectiveness of the counselling services program
- Participate in the outcomes evaluation of clinical intervention
- Provide counselling to regional campuses as required
- Participate regular in peer case consultation and individual supervision
- Participate in program development and facilitation of support groups and other student initiatives
- Participate in the development and incorporation of new research and technology into therapeutic approaches

### **Student Development and Retention**

**(20%)**

- Assess the need and demand for culturally supportive and inclusive student wellness programs and activities
- Develop and implement specialized outreach and prevention events and student development initiatives to enhance wellness for BIPOC students
- Develop relationships and participate in outreach/ anti-stigma work with BIPOC students
- Participate in outreach regarding Student Counselling Services and its programs
- Implement student wellness and student development initiatives (e.g. date/acquaintance sexual assault prevention, campus safety initiatives, alcohol and drug awareness, suicide awareness and education, etc.)
- Participate in institutional and departmental student retention initiatives, as required

### **Community Development and Capacity Building**

**(5%)**

- Support Student Counselling Services in providing culturally appropriate services for BIPOC students
- Provide training to Nipissing University Employees and community partners regarding mental health
- Support Student Development & Services ongoing efforts to increase cultural awareness and competency of staff members (professional and paraprofessional)
- Engage with Student Development & Services programs to promote effective support for BIPOC student groups
- Develop and maintain positive working relationships with Nipissing employees and community partners
- Represent Student Counselling services at committees and working groups
- Provide consultation regarding the support needs of University Students

### ***Other duties as assigned***

## **QUALIFICATIONS:**

### **Education:**

A minimum undergraduate degree in social work, B.S.W. (or equivalent) is required. M.S.W (Masters of Social Work), M.A. (Counselling Psychology), or M.Ed. (Counselling) will be considered an asset. Formal training in counselling theories and their practical application is required.

Registration with the appropriate regulatory body associated with the individual's professional discipline is mandatory (I.e. OCSWSSW or CPRO).

### **Training, Experience, Knowledge & Skills Required:**

- One to three years of relevant experience
- Identify as BIPOC (Black, Indigenous, or Person of Colour) and has experience supporting students who have experienced oppression, racism, and connect to their community
- Specific coursework and supervised practice in counselling theories, methodologies and their clinical application to individuals and groups

- A comprehensive understanding and knowledge of race and racism, anti-oppression, anti-racism, and anti-discrimination and their impacts of individuals and communities
- Connections with and awareness of community organizations that support BIPOC communities
- Training in the administration, scoring and interpretation of psychological tests and inventories
- Experience in on-on-one counselling environment
- Experience supporting young adults with mental health concerns
- Demonstrated commitment to evidence-based practice
- Demonstrated commitment to ongoing learning and skill development
- Knowledge of diversity issues among the Canadian post-secondary student population
- Knowledge of unique challenges faced by BIPOC students and First Generation Students
- Knowledge of counselling theories and models, crisis intervention, social problems, sociological issues, and psycho-social assessment
- Knowledge of community-based mental health treatment, support services and programs
- Ability to develop trust and a positive working relationship with students and stakeholders
- Excellent interpersonal and communication (written and verbal) skills, particularly working across interculturally
- Ability to manage time effectively and prioritize tasks
- Engage in ongoing self-reflective practice
- Participate in ongoing skill development activities and trainings
- Strong working knowledge of computer and software applications (MS Office Suite, Internet, E-mail)
- A valid driver's license is preferred
- A Criminal Reference Check, with vulnerable sector screening is mandatory

#### **RELATIONSHIPS/CONTACTS:**

**Supervised by:** Manager, Student Counselling Services

**Internal Contacts:** Students, Faculty and Staff

#### **External Contacts:**

- Student Success Services at Canadore College
- Community medical professionals
- Community mental health services
- Community-based counselling services
- Other post-secondary counselling services
- Women's centres
- Social Services
- Other community services, as required

#### **MATERIALS UTILIZED:**

- General Office equipment (computer, printer, telephone, voice mail, internet, email etc.)
- Microsoft Office Suite (Word, Excel, PowerPoint) and specialized database software
- Confidential student records (i.e. psychological assessments, casework records, medical assessments)
- Psychological assessment instruments and screening tools

#### **PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:**

- Daily intense mental concentration and observation of students' verbal and non-verbal behaviours
- Ability to maintain sensitivity to, and cope with, information which may be traumatic or highly confidential
- Some occasional evening, and weekend work may be required

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

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Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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**Approvals**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

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Director, Human Resources

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Date

Revised: June 2020