

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

<b>JOB TITLE:</b>	Counsellor
<b>DEPARTMENT:</b>	Student Development Services
<b>CLASSIFICATION:</b>	Technologist F
<b>WAGE GRADE:</b>	WG 110
<b>EMPLOYMENT STATUS:</b>	Full-time Support
<b>SUPERVISOR:</b>	Manager, Student Counselling Services

**SUMMARY OF FUNCTIONS:**

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 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)
- 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/liaise 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 student wellness programs and activities
- 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
- Participate in outreach regarding Student Counselling Services and its programs

## **Community Development and Capacity Building**

**(5%)**

- Provide consultation to Nipissing University and the Community regarding the support needs of University Students
- Provide training and support to residence dons in matters relating to student life
- Provide training to Nipissing University Employees and community partners regarding mental health
- Develop and maintain positive working relationships with Nipissing employees and community partners
- Represent Student Counselling services at committees and working-groups

### ***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.

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

- One to three years of relevant experience
- Specific coursework and supervised practice in counselling theories, methodologies and their clinical application to individuals and groups
- 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 counselling theories and models, crisis intervention, social problems, sociological issues, and psycho-social assessment
- A comprehensive understanding and knowledge of race and racism, anti-oppression, anti-racism, and anti-discrimination and their impacts of individuals and communities
- Knowledge of diversity issues among the Canadian post-secondary student population
- 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,
- 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
- 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
- Private office

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.

\_\_\_\_\_  
Employee Name (Please Print)

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

\_\_\_\_\_  
Date

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**Approvals**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Human Resources

\_\_\_\_\_  
Date