

POSITION SUMMARY

Reporting to the Vice President, Human Resources & Organizational Development, the Counsellor provides on-site mental health and wellness supports across the Southeast College region. Delivering workshops and seminars across campus locations, the Counsellor will develop and distribute resources to support student and staff well-being. Confidential counselling services will be provided as well as referrals to outside agencies.

LEVEL 7**LOCATION** WEYBURN (with travel)**SCOPE OF WORK**

1. Division: Human Resources & Organizational Development
2. Function: In Scope Field Staff
3. Supervisor: VP, Human Resources & Organizational Development
4. Direct Reports: None
5. Budget Responsibility: Counselling

RESPONSIBILITIES

Typical duties and responsibilities of the Counsellor may include, but are not limited to:

1. General Counselling

- Communicate effectively and cooperatively with staff, students, potential clients, other agencies, organizations, stakeholders, institutes, and the general public.
- Assist clients with emotional well-being, mental health concerns, personal development, goal setting, and developing the necessary skills to support personal wellness.
- Provide individual confidential counselling and referral services to clients and students.
- Where appropriate, facilitate group counselling sessions and support groups to address common mental health challenges, promote a sense of community, and enhance social connections.
- Respond to and manage crisis situations, including assessing immediate needs and providing appropriate interventions.
- Provide client/student advocacy, crisis intervention, and facilitate conflict resolution as required.
- Refer clients to other College services and outside agencies when appropriate.
- Work closely with other agencies and training institutions to serve mutual clients in an integrated approach.
- Maintain client records and statistical data as required.
- Perform student/client follow up as directed.
- Administer and interpret assessments, develop treatment plans, and provide evidence-based interventions.
- Prepare reports as required, including month end reports and ad hoc reports.

2. Development and Delivery

- Research, resource, and develop materials to enhance and support counseling related activities.
- Provide training to College personnel to ensure staff are equipped to handle routine counselling-related inquiries and are aware of the referral process.
- In collaboration with the VP and other college personnel, develop and recommend activities, counselling policies and procedures, and resources to enhance services and service delivery.
- Develop and deliver workshops, resources, presentations, and educational programs on mental health topics such as stress management, self-care, anxiety, and resilience to promote wellness across the campuses.
- Work collaboratively with other departments to set team objectives, provide services, and develop strategic plans and workplans.
- Provide recommendations regarding a variety of student issues, mediation services to students, and academic matters.
- Participate as a subject matter expert in the on-going development of policies and procedures.

3. Additional Duties

- Other duties as assigned.

QUALIFICATIONS

Knowledge and Skills

- Empathy and Compassion: Demonstrates a genuine and compassionate attitude towards individuals experiencing mental health challenges, creating a supportive and non-judgmental environment.
- Flexibility and Adaptability: Able to adjust to changing priorities, work schedules, and varying needs of the college community across multiple campuses.
- Problem-Solving Skills: Resourceful in identifying challenges and providing creative and practical solutions. Can effectively manage time, prioritize tasks, and handle multiple responsibilities.
- Cultural Sensitivity: Respect for diverse backgrounds, cultures, and experiences, and the ability to adapt counseling approaches accordingly.
- Self-care: Demonstrates a commitment to personal well-being and self-care practices to maintain optimal mental health while supporting others.
- Knowledge of the adult education system and adult learning needs.
- Ability to conduct assessments, develop treatment plans, and provide evidence-based interventions.
- Familiarity with relevant legislation, ethics, and confidentiality guidelines.
- Demonstrated understanding of mental health issues, therapeutic approaches, and crisis intervention techniques.
- Demonstrated excellence in communication skills, including written and oral.
- Demonstrated interpersonal skills and the ability to work well with a variety of people.
- Demonstrated ability to relate to adult learners and their concerns.
- Demonstrated skills in mediation and conflict resolution.

- Demonstrated facilitation skills.
- Demonstrated skills in working in a collaborative team setting.
- Demonstrated proficiency in the use of computer applications, specifically in the use of internet, email, word processing, spreadsheets, web based applications, and accessing files remotely.
- Demonstrated personal responsibility for the performance necessary to achieve individual and/or team goals and objectives.
- Ability to research information and opportunities, make decisions, and use deliberate strategies to influence, persuade or inspire others.
- Ability to adapt to changing circumstances.
- Excellent organizational and time management skills.
- Proven organizational skills that allow the handling of multiple projects at the same time, while ensuring accuracy and timeliness.
- Maintains professional boundaries.
- Maintains and respects confidential and sensitive information, both in and outside of the workplace.

Education and Experience

- The minimum education qualification for this position is a four year Bachelor degree in social work, psychology, or a related field. This education would provide knowledge and specialized skills in career, group, and personal counselling, as well as in analytical and critical thinking, and research skills.
- Registered or eligible for registration with the Saskatchewan Association of Social Workers or a recognized professional regulatory body.
- The minimum amount of practical, related experience required to perform the duties of this position is three years of related experience in providing professional services and support to clients. The experience demonstrated will include experience in counselling, facilitating, adult education, working with clients, and/or other related areas.

Other Requirements

- Typically, Field Hours schedule of 7.5 hours/day within the normal operating hours of the College, however responsibilities may require work outside of the normal operating hours or days of the College.
- Must possess a valid Saskatchewan Driver's License and be willing to travel. This position supports the Southeast College region. Occasional overnight stays may be necessary.
- Satisfactory Criminal Record Check with Vulnerable Sector Check.

DATE ISSUED: 2023/08/08

DATE REVIEWED/AMENDED: