Position Title: Counsellor

Department: Health and Counselling Services - Counselling

Position Reports To (Title): Associate Director, Counselling

Date: March 14, 2017

B. POSITION SUMMARY

The Counsellor provides personal counselling to students. The incumbent of the position works collaboratively with other Health and Counselling Services Development staff members to provide individual assistance, counselling, workshops and outreach services. The Counsellor supports the Counsellor Trainee Orientation and Training program and supervises counsellor trainees (MA level) and student volunteers. In addition, the position provides consultation/advice to faculty and staff dealing with students in crisis and assists in emergency situations.

C. DUTIES AND RESPONSIBILITIES

Personal Counselling (65%)

• Provides individual and group counselling to students
• Maintains adequate case notes and case summaries for clients seen
• Attends consultations with physicians and other health care providers involved with particular cases
• Consults with previous health care professionals who have worked with particular clients
• Seeks community referrals for clients whose needs fall outside the Health and Counselling Services (HCS) mandate
• Provides crisis counselling where necessary

Outreach Activities (10%)

• Develops and facilitates workshops, presentations & lectures for outreach programs such as the Back on Track course for Student Success
• Conducts critical incidents stress defusing sessions for students
• Participates in special events and outreach activities organized by HCS
• Provides consultation with faculty members and staff and provides presentations regarding HCS services and programs.

Education/Professional Development (5%)

• Participates in clinical supervision, consultation and ongoing professional development
• Keeps informed regarding advances in personal development programming and advances in university health and counselling services
• Keeps informed on recent advances in brief therapy models

Student Supervision and Research (10%)

• Participates in the HCS Counsellor Trainee Orientation and Training programs and assists the Trainee Coordinator
• Supervises and evaluates MA level counsellor trainees and student volunteers
• Assists with case conferences for counsellor trainees
• Participates in the HCS student volunteer programs including HIFIVE
• Conducts program evaluation research on topics relevant to the university student population

Administrative Duties (10%)
• Maintains professional and ethical standards in accordance with HCS and relevant professional guidelines
• Follows established guidelines for caseload management and service delivery
• Participates in regular case management meetings
• Develops workshops and programs for personal development and management topics
• Participates on HCS and university wide committees as recommended by the Associate Director, Counselling
• Writes letters of support for students appeals for extensions, withdrawals and/or deferrals as appropriate in accordance with HCS policy

D. DECISION MAKING

i) Give some typical examples of the most important decisions the incumbent is expected to make in carrying out the duties and responsibilities of the position. To what extent can the incumbent rely on established policies or advice from others in making these decisions?

• Performs individual and group counselling using a brief therapy model
• Makes decisions regarding client care
• Provides crisis counselling where appropriate
• Supervises and evaluates the work of MA level counsellor trainees and student volunteers
• Develops programs and materials for personal development workshops and outreach initiatives
• Provides support to faculty and staff regarding mental health issues

ii) Give some examples of the types of decisions the incumbent would refer to his/her supervisor.

• Consultation with Associate Director, Counselling and colleagues regarding clinical and ethical issues
• Consultation for students at medium to high risk for suicide
• Determining client urgency and assignment
• Providing support or leadership on critical incident interventions on campus
• Establishing general program and service directions for Counselling

E. SUPERVISION EXERCISED

Number of continuing employees reporting directly to the position: 0
Total number of continuing employees for whom the position has direct responsibility: 0

F. SUPERVISION RECEIVED

The incumbent is expected to exercise initiative in all work activities under the general direction of the Associate Director, Counselling. The incumbent meets regularly with the Associate Director, Counselling for clinical supervision

G. UNUSUAL WORKING CONDITIONS

The clients seen in HCS can sometimes present difficult psychological or behavioral problems that may be complicated by medical issues.
Fluctuating caseloads throughout the year.
May be required to work on multiple campuses.
May be required to work flexible hours to respond to crises or provide outreach programs.

H. ENTRANCE QUALIFICATIONS

MA or MEd in Counselling Psychology or related discipline with a registered professional designation (e.g., Registered Clinical Counsellor) and three years related experience which includes experience providing individual and group counselling to post-secondary students, supervising counsellor trainees at the MA level, as well as delivering personal development programs to post-secondary students, or an equivalent combination of education, training and experience.

Excellent knowledge of student development theory and counselling outreach programs for post-secondary students
Excellent knowledge of, and ability to perform, risk assessment and crisis intervention methods

Excellent interpersonal and communication skills (both verbal and written)

Excellent organizational and time management skills

Ability to deliver workshops to post-secondary students, SFU staff and faculty

Ability to develop rapport and provide evidence based individual and group counselling to post-secondary students

Ability to supervise counsellor trainees at the MA level.

Ability to exercise initiative, mature judgment, empathy and tact

Ability to work as a member of a dynamic multi-disciplinary team

Ability to arrange transportation to various work locations