A. IDENTIFICATION

Position Title: Counsellor, Indigenous Students
Department: Indigenous Student Centre
Position Reports To (Title): Associate Director, Counselling and Director, Indigenous Student Centre
Date: November 20, 2017

B. POSITION SUMMARY

The Counsellor, Indigenous Students, provides personal counselling to students at the Health and Counselling Services clinic or at the Indigenous Student Centre. The incumbent of the position works collaboratively with other staff at Health and Counselling Services and the Indigenous Student Centre, to provide individual assistance, counselling, workshops and outreach services. The Counsellor provides consultation/advice to faculty and staff dealing with students in crisis and assists in emergency situations.

C. DUTIES AND RESPONSIBILITIES

Personal Counselling (75%)

- Provides culturally sensitive individual and group counselling to Indigenous students
- Participates in ISC events, meetings and student programming discussions
- 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 mandate of Health and Counselling Services (HCS) or the Indigenous Student Centre (ISC)
- Provides crisis counselling where necessary

Outreach Activities (15%)

- Develops and facilitates culturally sensitive workshops and outreach programs on personal development related topics for issues relevant to the Indigenous University student population
- Conducts critical incidents stress defusing sessions for Indigenous students
- Participates in special events and outreach activities organized by HCS and the ISC
- Provides consultation with faculty members and staff and provides presentations regarding HCS and the ISC services and programs

Education/Professional Development (5%)

- Participates in clinical supervision, consultation and ongoing professional development
- Keeps informed regarding advances in personal development programming, Indigenous/First Nations contemporary health care and advances in University health and counselling services
- Keeps informed on recent advances in brief therapy models

Administrative Duties (5%)

- 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 culturally sensitive workshops and programs for personal development and management topics
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 as well as theory and approach sensitive to Indigenous/First Nations culture and history
- Makes decisions regarding client care
- Provides crisis counselling where appropriate
- Develops culturally sensitive 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 the 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 services provided within the ISC.

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 and the Director, Indigenous Student Centre. The incumbent will meet regularly with the Associate Director, Counselling for clinical supervision and with the Director, ISC for direction regarding program development and outreach.

G. UNUSUAL WORKING CONDITIONS

The clients seen in HCS and the ISC can sometimes present difficult psychological /behavioral problems that may be complicated by medical issues
- Fluctuating caseloads throughout the year
- Flexibility required to schedule students for counselling at either the HCS or ISC locations
- May be required to work flexible hours from time to time 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 (Registered Clinical Counsellor) and three years related experience which includes experience providing individual and group counselling, as well as delivering personal development programs to post-secondary students, or an equivalent combination of education, training and experience.
- Excellent knowledge of Indigenous culture, history and contemporary issues
- Excellent knowledge of culturally appropriate models of counselling and therapy
- Excellent knowledge of student development theory and counselling outreach programs for post-secondary Indigenous/First Nations students
- Excellent interpersonal and communication skills (both verbal and written)
Excellent organizational and time management skills
Ability to deliver personal counselling and personal development programs to post-secondary students
Ability to provide crisis counselling and critical incident interventions
Ability to exercise initiative and mature judgment, empathy and tact
Ability to work as a member of a dynamic multi-disciplinary team