A. **IDENTIFICATION**

Position Number: 1323, 1349, 114598  

Position Title: Psychologist  
Department: Student Services, Counselling (Health & Counselling Services)  
Position Reports to: Associate Director, Counselling  
Date: April 25, 2014

B. **POSITION SUMMARY**

*Briefly describe the primary function and purpose of the position in one or two sentences.*

The Psychologist provides clinical counselling services to students. The incumbent works collaboratively with other Student Services, Counselling staff members to provide individual, couple and group psychotherapy. In addition, the Psychologist provides consultation/advice to faculty and staff dealing with students in crisis and assists in emergency situations as a member of the Critical Incidents Stress Response team. The Psychologist supervises counsellor trainees (PhD and MA level) and student volunteers.

C. **DUTIES AND RESPONSIBILITIES**

*Starting with those you consider most important, list and describe the main duties and responsibilities of the position. For each item start with an action verb and briefly describe what is done, how it is done, and why it is done.*

**Personal Counselling (55-65%)**

- Provides brief psychotherapy for students experiencing personal, interpersonal and family problems  
- 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 Student Services, Counselling (Health & Counselling Services).  
- Provides group psychotherapy and mental health related psychoeducational workshops  
- Provides crisis counselling and manages crisis situations in consultation with the Practice Leader where necessary

**Outreach Activities (10%)**

- Develops and facilitates workshops and seminars on mental-health related topics for students  
- Regularly contributes mental health and personal development materials and resources for the Helping Hand newsletter, the HCS web site and the Self Help Resource Library
• Conducts critical incidents stress defusing and debriefing sessions for students
• Participates in HCS wide special events and outreach activities
• Provides expert consultation for faculty members and staff

**Education/Professional Development (5%)**

• Participates in clinical supervision, case consultation and ongoing professional development
• Keeps informed regarding current clinical issues and advances in clinical treatment in university student counselling services
• Keeps informed on recent advances in brief psychotherapy

**Student Supervision and Research (5 %)**

• Supervises counsellor trainees where appropriate (PhD and MA level)
• Assists with case conferences for counsellor trainees

**Administrative Duties (15-25%)**

• Coordinating Responsibilities as needed

• 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 groups and workshops for mental-health related topics
• Participates on HCS and university committees as recommended by the Associate Director, Counselling
• Writes letters of support for students appealing for course load changes, withdrawals and/or deferrals as appropriate in accordance with HCS policy
• Responds to requests for legal/medical documentation for clients as needed

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 this position. To what extent can the incumbent rely on established policies or advice from others in making these decisions?

• Performs individual and group clinical counselling using a brief therapy model
• Makes clinical decisions regarding client care
• Responds to crisis situations on campus
• Provides expert consultation to faculty and staff regarding students' urgent mental health issues
• Supervises and evaluates the clinical work of counsellor trainees (PhD and MA level) and student volunteers
• Develops programs and materials for mental health related groups, workshops and outreach

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

• Determining appropriate therapeutic strategies for the division
• Consultation for students at medium to high risk for suicide
• Determining client urgency and assignment
• Providing leadership on critical incident interventions on campus
• Establishing general program and service directions for Counselling
• Decision making regarding the longer-term care of clients
• Counsellor trainee and student volunteer general program direction

E. **SUPERVISION EXERCISED**

*Indicate the number of employees for whom the position is responsible.*

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

F. **SUPERVISION RECEIVED**

*Describe the extent to which the supervisor determines the day to day workload of the position and assists in the completion of duties. Explain the nature of guidance received and how often work is checked or reviewed.*

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

G. **UNUSUAL WORKING CONDITIONS**

*Describe unusual working conditions specialized or any other aspect of the work that should be considered in evaluating this position.*

• Clients can sometimes present difficult psychological/behavioral problems that may be complicated by medical issues
• Fluctuating caseloads throughout the year
• May be required to work flexible hours from time to time to respond to crises or provide outreach programs

H. **ENTRANCE QUALIFICATIONS**

*What combination of experience, training, and/or formal education do you believe is the minimum required to perform the duties of this position?*

PhD or EdD in Clinical Psychology, Counselling, Education, or a related discipline, with at least two years of registration with the College of Psychologists of B.C., and three years of experience in counselling (individual, couple, and group); psychotherapy; responding to crisis and critical incident interventions; and supervising counsellor trainees at the doctoral level.

• Excellent knowledge of student development theory and counselling/outreach programs for post-secondary students.
• Excellent interpersonal and communication skills (both oral and written).
• Excellent organizational and time management skills.
• Ability to exercise initiative and mature clinical judgment, empathy, and tact.
• Ability to work as a member of a dynamic multi-disciplinary team.
I. ORGANIZATIONAL RELATIONSHIPS
   Indicate in the appropriate blocks the title of the position to which this position reports and the
titles of the positions reporting directly to it. If more detail is required, add additional blocks.

   ![Diagram]

J. APPROVALS

   Incumbent's
   Signature: Date:

   Supervisor's
   Signature: Date:

   Signature of Next
   Administrative Level: Date: