

Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00140	Pay Grade:	10
JD Title:	Career Counsellor	JD FTE Hours:	35
Job Family:	Student Services		

General Description

Responsible for the ongoing development, provision and delivery of a comprehensive range of career development activities in the areas of career decision-making, educational planning, professional school and continuing education, work search, and employment. These activities include individual counselling, group counselling, psycho-educational groups, psychometric assessment, career-related curriculum development and instruction, workshops, online and print resource materials, consultations and staff training.

Representative Duties & Responsibilities

- Provide individual career counselling to undergraduate and graduate students and recent alumni.
- Design career counselling plans that are specific to an individual's unique needs.
- Develop career development materials and intervention models.
- Interpret and analyze qualitative and quantitative data.
- Deal with personal issues, disability, English as a Second Language and other factors that complicate the career planning process and make appropriate referrals for specific support in these areas.
- Guide and advise students regarding education planning which includes having a broad knowledge of post-graduate programs within Ontario and Canada and an understanding of graduate school application processes.
- Prepare students for entrance to the employment market through guidance and support in resume development, interviewing, networking and effective job search techniques.
- Administer and interpret the Myers-Briggs Type Indicator, Strong Interest Inventory and other personality and occupational assessment tools and help students integrate results into their career and education planning.
- Design survey and assessment strategies to measure program learning outcomes and effectiveness.
- Facilitate group career planning workshop and deliver education planning presentations.
- Develop workshops and presentations on topics including career decision making, educational planning and work search.
- Develop tools and resources to support career and education planning programs and activities.
- Develop and manage evaluations and learning outcome assessments for individual and group services and programs.
- Provide expertise in regards to theoretical contexts for career learning and development stages of students in support of the Student Development mandate.
- Work collaboratively with other staff within the department and within the University to meet students' needs in an effective manner.
- Represent the department on University committees and community organizations.
- Establish, cultivate, and maintain client relationships.
- Utilize strong client relationship building skills, individual counselling and group facilitation skills to develop programs and counsel individuals.
- Utilize student development, student learning and career development theories and methods to design programs.
- Utilize knowledge of broader health related issues such as mental health, learning disabilities, and chronic medical concerns, that are especially relevant to client functionality and employability.
- Apply a high degree of intuition and empathic understanding of the student experience and well developed cultural competencies when counselling individuals.
- Update and maintain knowledge of and application of standards for the ethical practice of career counselling.
- Remain current with resources related to career planning, career decision making and the labour market and aware of

Representative Duties & Responsibilities

changing career and work issues and trends.

Supervision

- Ensure adherence to quality standards and procedures for short-term staff and volunteers.

Qualifications

- Master's degree in Counselling Psychology, Educational Psychology, Social Work, Psychology, or a related field of study.
- Certified in the use of the Myers-Briggs Type Indicator, Strong Interest Inventory and other Level B psychometric instruments.
- Requires 3 years of relevant experience.

Effort

Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
 - Intermittent periods of keyboarding to word process documents, enter data into databases and manipulate data.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
 - Collecting routine information and files to word process routine documents such as correspondence and forms, and inputting data databases.
- A typical work day consists of up to 3.5 hours of moderate mental effort for activities such as:
 - Guiding and advising students regarding education planning which includes having a broad knowledge of post-graduate programs within Ontario and Canada and an understanding of graduate school application processes.
 - Preparing students for entrance to the employment market through guidance and support in resume development, interviewing, networking and effective job search techniques.
 - Administering Myers-Briggs Type Indicator, Strong Interest Inventory and other personality and occupational assessment tools and helping students integrate results into their career and education planning.
- A typical work day consists of greater than 3.5 hours of high mental effort for activities such as:
 - Providing individual career counselling to undergraduate and graduate students and recent Alumni.
 - Interpreting the results of personality and occupational assessment tools.
 - Designing career counselling plans that are specific to an individual's unique needs.
 - Interpreting and analyzing qualitative and quantitative data.
 - Designing survey and assessment strategies to measure program learning outcomes and effectiveness.
 - Facilitating group career planning workshops.

Working Conditions

Physical Environment:

- There are no adverse physical environment conditions inherent to the job.

Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset.
- Frequently handles competing requests from multiple sources.

Health & Safety:

- Risk to the incumbent is no higher than for the general population.

Job Description Rating Sheet

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JD #:	JD00140	Pay Grade:	10
JD Title:	Career Counsellor	Total Points:	606
Job Family:	Student Services		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	5.0	105
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.5	17
	4. Interpersonal Skill	5.0	70
	5. Education and Experience	F3	123
	6. Dexterity and Coordination	2.0	12
Effort	7. Physical Effort	1.0	3
	8. Mental Effort	5.0	100
Responsibility	9. Planning and Coordination	3.0	46
	10. Responsibility for Others	2.0	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	3.0	66
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.0	5