

## 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 #:       | <b>JD00181</b>          | Pay Grade:    | <b>11</b> |
| JD Title:   | <b>Counsellor</b>       | JD FTE Hours: | <b>35</b> |
| Job Family: | <b>Student Services</b> |               |           |

### General Description

Responsible for promoting student development, student success, and student retention by designing, and providing a comprehensive range of psychological and educational services to aid students in achieving improved academic performance, enhanced personal and social effectiveness, and appropriate educational and career plans.

### Representative Duties & Responsibilities

- Identify, assess, develop, and implement effective treatment plans.
- Conduct in-depth counselling and therapy interviews and utilize existing theoretical models to interpret information.
- Provide assessments of mental health and risk factors and coordinate referrals with professionals within the Student Wellness Centre and the community.
- Aid clients in identifying and solving emotional and interpersonal problems that may be affecting their academic success, well-being, and bio-psycho-social development.
- Provide psychological counselling services such as personal counselling, group counselling, and crisis counselling.
- Interact and assess the level of risk when students present with indications of harm to self or others, or suicidality.
- Consult with others regarding how to manage difficult or disruptive behaviours.
- Respond and field inquiries from new and existing students by email and phone.
- Engage in problem solving to work through ethical dilemmas.
- Facilitate conflict resolution sessions.
- Provide debriefing to clients after a trauma has occurred.
- Advocate on behalf of students for special academic consideration.
- Nurture and support clients and encourage them to develop self care while finding a balance between multiple demands.
- Persuade clients to seek appropriate professional help and to attend appointments.
- Develop and deliver presentations, information, and training sessions to others.
- Develop and deliver group counselling and psychotherapy materials.
- Write case notes including client's history and treatment plans.
- Write referral reports to other health professionals including general practitioners, psychiatrists, and other specialists.
- Plan and coordinate a variety of events and activities.
- Review, assess, and recommend changes to enhance the effectiveness of service delivery models.
- Maintain and safeguard the confidentiality of client records.
- Participate in professional development activities and remain current with frequent developments in a specialized field of study.

### Supervision

- Ensure adherence to quality standards and procedures for short-term staff and volunteers.
- Provide orientation and show procedures to others.

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## Qualifications

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- Master's degree in Counselling Psychology, or a related field of study.
- Requires 3 years of relevant experience.

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## Effort

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### 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 for producing a variety of documents including forms, reports, and correspondence.
- 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, word processing routine documents such as correspondence and forms, and inputting data into spreadsheets and databases.
- A typical work day consists of up to 2 hours of moderate mental effort for activities such as:
  - Developing presentations and delivering information and training sessions to others.
  - Planning and coordinating a variety of events and activities.
- A typical work day consists of greater than 3.5 hours of high mental effort for activities such as:
  - Developing and implementing effective treatment plans.
  - Conducting in-depth counselling and therapy interviews and utilizing existing theoretical models to interpret information.
  - Identifying and solving emotional and interpersonal problems that may be affecting an individual's academic success, well-being, and bio-psycho-social development.

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## Working Conditions

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### Physical Environment:

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

### Psychological Environment:

- Occasionally dealing with competing requests from more than one source.
- Occasionally experiences threats to personal safety when counselling others.
- Frequently dealing with emotionally charged situations that require listening, assistance, treatment and therapy, or support.
- Continuously dealing with situations which involve contact with suffering or cause stress due to irresolvable problems.

### Health & Safety:

- Provide counselling to upset and distraught individuals.

## Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

|             |                         |               |            |
|-------------|-------------------------|---------------|------------|
| JD #:       | <b>JD00181</b>          | Pay Grade:    | <b>11</b>  |
| JD Title:   | <b>Counsellor</b>       | Total Points: | <b>682</b> |
| Job Family: | <b>Student Services</b> |               |            |

| Factor                    | Subfactor  | Level Rating | Points |
|---------------------------|--|--------------|--------|
| <b>Skill</b>              | 1. Applied Reasoning and Analytical Skills   | <b>6.0</b>   | 128    |
|                           | 2. Breadth of Knowledge  | <b>2.0</b>   | 13     |
|                           | 3. Adaptation to Change/Updating of Learning                                       | <b>2.5</b>   | 17     |
|                           | 4. Interpersonal Skill   | <b>5.0</b>   | 70     |
|                           | 5. Education and Experience  | <b>F3</b>    | 123    |
|                           | 6. Dexterity and Coordination  | <b>2.0</b>   | 12     |
| <b>Effort</b>             | 7. Physical Effort   | <b>1.0</b>   | 3      |
|                           | 8. Mental Effort   | <b>5.0</b>   | 100    |
| <b>Responsibility</b>     | 9. Planning and Coordination   | <b>3.0</b>   | 46     |
|                           | 10. Responsibility for Others  | <b>2.0</b>   | 33     |
|                           | 11. Accountability for Decisions Actions Affecting People, Assets, and Information | <b>4.0</b>   | 93     |
| <b>Working Conditions</b> | 12. Physical Environment   | <b>1.0</b>   | 3      |
|                           | 13. Psychological Environment  | <b>4.0</b>   | 25     |
|                           | 14. Health and Safety  | <b>2.0</b>   | 16     |