

## **CLASS DEFINITION**

### **COUNSELLOR**

A Counsellor is responsible for assisting students and potential students to function effectively as learners and as individuals by helping them understand, prevent or overcome personal, social or educational problems that may hinder learning or their ability to cope with everyday living.

The Counsellor's duties may include:

- a) Developing and providing appropriate counselling programs through various modes of delivery including one-on-one and group counselling (as a non-instructional activity), to support students with mental health, personal, and/or academic issues, including:
  - developing and providing person-centred counselling support and treatment plans, both in-person and virtually;
  - providing traditional and culturally-specific counselling support and advising to Indigenous students, and building community connections with Indigenous partners;
  - maintaining clinical records in adherence to relevant legal and privacy standards;
  - referring students to appropriate internal and external supports as appropriate;
  - identifying and assisting with student problems, and relationship problems among students.
- b) Interviewing individuals to explore personal or social difficulties or vocational/educational development, including:
  - providing one-on-one counselling and complex case management support for students experiencing significant mental health issues;
  - providing educational/vocational information to individuals or directing them to available sources;
  - referring individuals to both internal and external service providers;
  - conducting assessments and interventions;
  - facilitating discussion/dialogue between students, faculty and administration;
  - assisting students in developing self-advocacy skills;
  - participating in pre-admission interviewing and testing as required;
  - assisting new students in their transition to the College.
- c) Assessing and evaluating individuals to assist them in their personal, educational/vocational

development;

- d) Assisting administration, faculty and staff, in a consultative role in identifying student problems, dealing with student problems, and relationship problems among students;
- e) Providing educational/vocational counselling to students or directing them to available sources;
- f) Developing and promoting student accommodation plans after assessing disabilities/abilities, including:
  - reviewing documentation and providing assessments and screenings when necessary;
  - referring to external partners for additional medical documentation to secure accommodation support, as appropriate;
  - working to help College employees support and understand the needs of accommodated students and to adhere to relevant legislation and College policies;
  - evaluating documentation provided in the accommodation assessment process to make recommendations to benefit students, including accommodation and access to funding options;
- g) Responding appropriately to crisis situations affecting either the mental health or academic performance of students or the broader College community;
- h) Promoting positive mental health wellness in the college and beyond;
- i) Supervising interns from postsecondary institutions on field placement/ practicum;
- j) Engaging in applied research related to counselling as required by the College;
- k) Teaching as assigned.

In addition, the Counsellor may, from time to time, be called upon to contribute to other areas ancillary to the Counsellor's role, such as student recruitment and selection, student employment, liaison with community service programs and agencies, professional development and control of supplies and equipment.