

Benchmark Description

Counselling Level 6

LEVEL: 6

FUNCTION: COUNSELLING

JOB SUMMARY

This position is primarily responsible for a variety of career and personal counselling duties with students and the general public.

RESPONSIBILITIES

- Performs group facilitation
- Assists individuals to develop short and long terms career plans
- Assists college students and the general public to and access educational and career opportunities
- Researches and maintains educational and career information and resources
- Provides personal counselling support and appropriate referrals
- Develops and facilitates career planning and job search workshops
- Identifies and administers appropriate career inventories and assessment tools
- Assists in the development and delivery of workshops
- Participates as part of a multi-disciplinary, multi-agency team in providing necessary student supports
- Provide crisis intervention services
- Supports other staff and instructors in addressing student issues
- Maintains appropriate records and statistical information as required

CONTACTS

The majority of contacts within this position require discussion, coordination, cooperation, elaboration and understanding. This position occasionally handles complex or sensitive communication.

Typical contacts may include:

- Students
- General public
- Community and government agencies
- Co-workers
- Aboriginal organizations
- School divisions
- Other post-secondary institutions

SCOPE OF DECISION MAKING

The majority of decisions within this position require creativity and some independent judgement in order to resolve, adapt, develop solutions and recommend changes and/or introduce new procedures and practices.

Typical decisions may include:

- Determine student/client need and appropriate resources or counselling techniques to utilize
- Determine what disciplinary action to take
- Determine when and who to refer students/clients
- Determine what to include in workshop content
- Determine what deliver method to use for workshop
- Determine when to advocate for students/clients
- Determine how to make accommodations for special or specific needs

IMPACT OF DECISION MAKING

The majority of decisions within this position will range

From: Decisions that have long-term impact limited to a single program area

To: Decisions that have long-term impact that extends beyond the region/district of the college and/or the majority of decisions have long term impact that extends to multiple program areas.

MENTAL EFFORT

The majority of tasks within this position require either standard procedures with information that requires interpretation or unfamiliar procedures with given information.

Due to the significant amount of these tasks this position may achieve a Level 3.

Typical tasks may include:

- Completing reports including ad hoc reports
- Counselling
- Crisis intervention
- Group facilitation

SENSORY EFFORT

Sensory tasks within this position require constant or intense visual and aural attention.

Due to the significant amount of these tasks this position may achieve a Level 3.

Typical tasks may include:

- Career counselling
- Personal and crises counselling
- Compiling reports
- Handling delicate communications with clients/students
- Advocating on behalf of the students

SUPERVISION

Supervisory responsibility is not normally part of the job requirement. There may be a requirement to show others how to perform tasks or duties.

PHYSICAL ACTIVITY

The physical activity of this position requires light activity less than 10% of the time.

FINE MOTOR MOVEMENT

The duties within this position requiring the use of fine motor movements range from occasional (less than 20%) of the time to regular (greater than 20% up to 45%) of the time.

Typical tasks may include:

- Writing
- Keyboarding

TRAVEL

The travel required within this position will range from slight (less than 5%) of work time to frequent (greater than 15%) of work time.

CONTROL OF DISTRACTIONS

This position usually has the discretion to control distractions/interruptions.

EDUCATION

The relevant knowledge or formal training essential to perform the functions of this position will range from a relevant two-year diploma or equivalent to a relevant bachelor's degree or equivalent. This education would typically provide knowledge of career counselling, personal counselling, group facilitation, adult teaching/learning processes, and oral/written communications.

EXPERIENCE

The minimum of practical related experience required to perform the duties of this position is two years. This experience would typically provide skills in communication, assessment, group facilitation, career planning, and working as part of a holistic, multi-disciplinary team.