

## Benchmark Description

### Counselling Level 7

**LEVEL: 7**

**FUNCTION: COUNSELLING**

#### **JOB SUMMARY**

This position is primarily responsible for providing counselling and support services to students and the general public through the College.

#### **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 counseling 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
- Act as a liaison on behalf of the learner to other groups or individuals who could lend support to the learner
- Select, administer, interpret and evaluate a variety of tests to assess learning skills, learning styles, personality, interests, values and aptitudes of learners

#### **CONTACTS**

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

Due to the significant amount of these tasks this position may achieve a Level 4.

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.

Due to the significant amount of these decisions this position may achieve a Level 4.

Typical decisions may include:

- Determine how to assist individuals through counselling and assessment
- Determine how to connect learners with mentors, employers, and other professionals
- Determine what tools to use for assessment purposes
- Determine how to develop curriculum and services for learners
- Determine how to develop and co-deliver programs through partnerships with other agencies

### **IMPACT OF DECISION MAKING**

The majority of decisions within this position 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:

- Personal counselling
- Student interviews
- Crisis counselling
- Implementation of new programs, workshops, services and initiatives
- Student assessment with interpretation

### **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:

- Dispute resolution involving learners, instructors, staff, and external agencies
- Crisis and personal counselling
- Group facilitation
- Negotiations with outside partners
- Adaptation, implementation and troubleshooting of multimedia resources

### **SUPERVISION**

Supervisory responsibility will range

From: Showing others how to perform tasks or duties

To: Supervisory responsibility requiring directing and controlling work of employees and completing performance appraisals for up to 5 FTE's.

### **PHYSICAL ACTIVITY**

The physical activity of this position will range from light (less than 10%) of time to occasional (up to 20%) of the time.

### **FINE MOTOR MOVEMENT**

The duties within this position requiring the use of fine motor movements greater than 20% and up to 45% of the time.

Typical tasks may include:

- Writing
- Keyboarding
- Calculating

### **TRAVEL**

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

### **CONTROL OF DISTRACTIONS**

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

### **EDUCATION**

The minimum relevant knowledge or formal training essential to perform the functions of this position is a Bachelor's degree or equivalent. This education would typically provide knowledge of career counselling, personal counselling, group facilitation, adult teaching/learning processes, testing and assessment, and oral/written communications.

### **EXPERIENCE**

The amount of practical related experience will range from two years to greater than two years. This experience would typically provide skills in mature and ethical counselling, group facilitation, time management, organizational skills, oral and written communication and working as part of a holistic, multi-disciplinary team.