



## POSITION SUMMARY

### QUEEN'S UNIVERSITY - GENERAL STAFF

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POSITION TITLE: Personal Counsellor  
DEPARTMENT: Student Wellness Services  
CLOSE DATE: March 18, 2020

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#### **JOB SUMMARY:**

Queen's University is seeking a Personal Counsellor to join a multi-faceted team of professionals in Student Wellness Services. This role requires you to be a member of a professional regulatory college authorizing psychotherapy, and for autonomous practice. You would have experience working with students in a post-secondary environment, and have enjoyed working with this population. Students present with a diverse sets of challenges and issues and as such the ideal candidate is trained in a minimum of 2 treatment approaches (i.e, CBT, DBT, ACT, etc), trauma-informed, and demonstrates the sensitivity needed to work with clients from all religious and cultural backgrounds.

The Personal Counsellor will have the opportunity to make a meaningful impact in student's lives at a pivotal time as they progress to adulthood and launch their careers. This opportunity is perfect for someone who is looking to work with a capable and enlightened population who possess the capacity to understand, reflect and make changes in their lives. This role is plays an integral part of Queen's University's' work to prioritize mental health and wellness.

*Note: The schedule for this position may require the incumbent to work evenings and weekends according to program or area needs.*

#### **KEY RESPONSIBILITIES:**

- Work within an interdisciplinary team across Student Wellness Services to support student well-being, build strengths and support needs.
- Assess students, including those in crisis and who may be at risk of self-harm/suicide, and intervene or refer as appropriate.
- Provide individual crisis and solution-focused short-term counselling to students with personal concerns through both scheduled appointments and walk-in.
- Lead/ Conduct counselling support groups.
- Utilize appropriate therapeutic modalities matched to client needs; requiring familiarity with various approaches (i.e., CBT, DBT, ACT, Narrative, Solution-Focused, Mindfulness, etc).
- Provide culturally sensitive counselling to international students, exchange students, students who identify with a racial minority. Deal effectively with persons of all races, nationalities, cultures, ages, and genders as well as persons of different sexual orientations and those with disabilities.
- Help students develop skills in areas such as interpersonal relationships, stress-reduction, developmental concerns, management of emotions, mindfulness, conflict resolution, emotional regulation.

- Evaluate and recommend the need for short-term academic accommodations.
- Develop and provide group interventions related to areas of students needs.
- Develop and share educational resources with staff and students on areas of expertise
- Maintain up-to-date documentation of client contacts consistent with the policies of Student Wellness Services and with professional standards.
- Liaise with appropriate community resources, in order to discuss referrals to the community and to provide the relevant information to facilitate service linkages as necessary (Make outside referrals when appropriate).
- Recommend university, hospital and community program information to clients.
- Make patient safety and level-of-care recommendations to the SWS team, including counsellors, nurses, physicians, and psychiatrists.
- Other duties as assigned in support of the department.

#### **REQUIRED QUALIFICATIONS:**

- Minimum of Master's level education in Psychology, Social Work, or Counselling with three or more years of training/experience in providing individual counseling, addressing a wide range of mental health issues.
- Registered with a professional regulatory body of Ontario, and in possession of professional liability insurance.
- Experience providing trauma-informed, short-term counselling, crisis-intervention and assessment of people in distress.
- Extensive experience with cross-cultural and diversity/sexual identity/equity issues, OR extensive experience in helping people in crisis states and the ability to apply this knowledge when counselling students.
- Familiarity with current research and professional literature pertaining to effective interventions for a variety of personal behavioural, emotional and cognitive difficulties.
- Knowledge of the unique issues facing university students and knowledge of university life and the intersecting nature of issues of social identities and health and wellness.
- Satisfactory Criminal Records Check and Vulnerable Sector Screening required.

#### **SPECIAL SKILLS:**

- Knowledge of the impact of physical, sexual and/or psychological abuse and violence on youths, and skill working with clients with these presenting issues.
- Excellent counselling skills, including the ability to establish an empathic relationship and to engender trust; sound clinical judgment; knowledge of counselling process and counselling theory; a non-judgmental stance.
- Experience and competency in developing and running therapeutic groups.
- Strong risk-assessment skills represent a valuable asset. This includes the ability to assess a student's level of risk to self as well as to others.
- Strong knowledge of both individual differences and diversity issues. Familiarity with cultural and spiritual issues and values of the student population. Strong multicultural competencies and an awareness of adjustment and identity issues in student life.
- A dedication to participating energetically in an effective, professional team dedicated to innovation and to the highest possible standards in the delivery of services to students.
- Strong interpersonal and communication skills (written and oral), an understanding of the dynamics of human relations and the ability to communicate effectively with students and with others in the department and the university.
- Excellent organizational skills and the ability to work independently.

- Ability to work effectively under pressure and cope with demands on time and energy especially during peak periods of the academic year. High tolerance for stress, with good self-care skills.
- Ability to work collaboratively with professionals from a range of varied disciplines in a team-oriented environment.
- Excellent organizational and time management skills.
- Familiarity and comfortable with the use of computers.

**DECISION MAKING:**

- Evaluation of the severity of client concerns to determine the most appropriate intervention.
- Decisions regarding when it is appropriate and/or necessary to report up to the Director.
- Decisions regarding the most appropriate intervention for individual clients.
- Decisions regarding when and to whom to refer clients, both within and outside the university.
- Decisions with respect to the degree of risk that a client may pose to themselves or others and how to respond.
- Decisions regarding correspondence and recommendations to appropriate university bodies with respect to individual clients.
- Ability to distinguish between circumstances in which decisions can be made independently and those where consultation is needed.

**APPLICANTS PLEASE FOLLOW THE LINK BELOW:**

<http://clients.njoyn.com/CL4/xweb/xweb.asp?clid=74827&page=jobdetails&jobid=J0120-1019&BRID=EX153187&SBDID=22126&LANG=1>