



Columbia College

Vancouver, Canada

Since 1936 Columbia College has offered quality educational programs designed to prepare students for university admission. These programs include a University Transfer Program that is fully integrated into the BC Transfer System, a Secondary Program certified by the Province of British Columbia, and a full-time Academic Preparatory English Program accredited by Languages Canada. Thousands of students, both Canadian and international, have progressed through Columbia's programs to successful Canadian universities.

Part-Time Counsellor

Columbia College is seeking a counsellor to support our High School and University Transfer/Associate Degree students. This part-time position (**17.5 hours per week**) will work on campus.

Start Date: **December/January**

SUMMARY:

The counsellor supports students' mental health and wellbeing by offering counselling services, implementing mental health initiatives, and working collaboratively with other staff members and external professionals/agencies. The counsellor evaluates student needs, assesses risk, responds to crises, offers support, provides resources, and delivers information to enhance student mental health.

DUTIES/RESPONSIBILITIES included, but not limited to:

Counselling:

- Provide mental health counselling and psycho-education (via face-to-face, video, audio, and online chat modalities)
- Maintain current knowledge of appropriate community support services and support services available within the College
- Refer students to internal and/or external support services as needed
- Engage with referral sources to provide continuity of care
- Assist in planning, developing, and implementing mental health programs and initiatives (including orientation, outreach, training, workshops, seminars, groups, etc.)

- Deliver workshops oriented to students and staff on mental health topics as needed or assigned
- Review student documentation (medical notes, learning assessments, psychological evaluations, etc.)
- Cooperate with faculty in identifying and working with students with mental health challenges and recommended academic accommodations
- Maintain student mental health records and engage in conscientious record-keeping
- Ensure alignment of mental health services with existing institutional policies, practices, and procedures
- Accept counselling referrals from teaching faculty and other college personnel
- Confer with teaching faculty and other college personnel regarding individual students when appropriate
- Provide consultation and support to faculty and staff on student mental health concerns
- Support the work and development of students serving on the Student Council's Health and Wellness subcommittee
- Prepare reports, summaries, and other documentation as required
- Ensure mental health web resources are accurate and current
- Work with relevant staff members to create content for and promote mental health programming and initiatives
- Attend and participate in department/division meetings

Professional Development:

- Participate in required and scheduled professional development activities each semester
- Continue to develop professional skills and knowledge through formal and informal means
- Participate in planning, developing and implementing staff development programs

Professional Responsibilities:

- Attend commencement ceremonies and convocations
- Keep official records and collect data required by College policy and administrative procedure
- Provide recommendations for purchase of educational, instructional and counselling supplies and equipment
- Consult with management on division personnel needs, assist with preparing position descriptions and serving on interviewing committees as needed
- Adhere to the work schedule as defined by the negotiated contract

QUALIFICATIONS:

- **Master's Degree in Counselling**
- Registration in, or eligibility for enrollment in, a professional counselling association (BCACC or CCC certification, etc.)
- Prior high school and post-secondary counselling experience is considered an asset
- A holder of BC Teaching/Independent Certificate preferred, or willing to apply for one
- Excellent communication skills, ability to communicate effectively in written and spoken English
- Ability to relate to diverse faculty, staff, and student population
- The incumbent should be conscientious, self-motivated and possess initiative
- Excellent customer service skills
- Effective time management skills
- Quick learner and adapts to change well
- Must be able to work effectively independently and as team-player with a diverse group of staff and students
- Marketing skills and experience a plus
- Knowledge of Microsoft Office

Salary:

Columbia College offers a competitive salary based on qualifications and experience. The starting part-time (0.5 FTE) salary range for this position is **\$30,046.52– \$37,151.76**. Subject to experience.

All Columbia College employees are covered by the Columbia College Employment Agreement, which includes full benefits, a generous RRSP plan and vacation once confirmed.

How to Apply:

Please submit your application, including cover letter and resume, through our portal <https://www.myavanti.ca/CareersAtColumbiaCollege/>

Please note that filling out the entire profile is not mandatory in order to upload the required resume and cover letter on the platform.

Application Deadline: November 29, 2021

At Columbia College, we foster a culture of equity, diversity and inclusion. The College invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to the further diversification of our Institution.

We thank all applicants for their interest in the position; only those selected for an interview will be contacted.