

## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Aurora College	Counsellor	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
91-0439	Fort Smith	Student Services

## **PURPOSE OF THE POSITION**

The Counsellor provides a range of guidance and counselling services to students attending Thebacha Campus and the Community Learning Centres. This includes the provision of information services and personal, educational, vocational, financial, career and crisis counselling services. The incumbent is also responsible for the development and delivery of various workshops, seminars and the student orientation program. The incumbent is responsible for the development, implementation and maintenance of counselling policies and programs, liaising with Aboriginal and other organizations and consulting with the Department of Education, Culture and Employment (ECE) concerning Student Financial Assistance (SFA), income support and other issues.

## **SCOPE**

The incumbent makes a significant contribution to the effective operation of the College and has a significant impact on students and the public by providing a range of counselling services. The incumbent is expected to develop and ensure that policies and procedures are followed in the provision of counselling services. Failure to provide proper and appropriate counselling services will have a dramatic impact on the ability of students to have a successful and meaningful College experience.

The incumbent reports to the Director, Thebacha Campus. The incumbent is given significant latitude to provide counselling services, workshops and programs. The incumbent offers counselling as required, and regularly refers students to other organizations and agencies for further assistance and provides orientation sessions at various times of the year.

## **RESPONSIBILITIES**

- 1. Develop counselling programs and deliver a full range of guidance and counselling services.**

- Develop and implement counselling policies, programs and services.
- Provide a range of personal, financial and social counselling services.
- Develop and maintain effective relationships with various community agencies in order to effectively refer students to appropriate sources (i.e. Social Services, Medical Agencies, Legal Services, etc.).
- Participate on various community committees that have an impact on students such as Interagency Committees.
- Maintain a liaison with Chairpersons and Instructors and be available for consultation concerning student progress.
- Maintain a liaison with the Student Services staff and Campus Management Team and be available for consultation concerning student progress.

## **2. Provide career counselling services.**

- Assist students in making career decisions according to their skills and interests.
- Conduct career investigations by speaking with individuals within the student's field of interest.
- Assess the job market in order to allow students to make informed decisions regarding their chosen career.
- Maintain up to date labour market information concerning possible job and career opportunities.

## **3. Coordinate and deliver student orientations.**

- Develop and deliver student orientation sessions.
- Ensure that students are aware of and introduced to available resources both on and off campus.
- Arrange for campus staff to welcome new students to the campus.
- Facilitate a meeting between Student Association representatives and new students.
- Provide campus tours including an introduction to the library and other resources.
- Schedule presentations for students with staff and community representatives.

## **4. Student Advocacy.**

- Assist students in seeking funding.
- Assist students who want to apply for work by providing resume writing services.
- Assist students who are interested in continuing their education at other institutions by assisting with applications, housing information, accessing funding, etc.
- Initiate contact with students outside of Fort Smith in Community Programs.
- Assist students who are dealing with childcare issues, parental concerns and schools.
- Assist students who are appealing dismissals from programs or residence

## **5. Contribute to Positive Non Academic Learning.**

- Coordinate and participate in various workshops, seminars and committees related to alcohol and drug awareness, AIDS / STDS, personal life management, family violence etc.
- Work with the Student Life and Wellness Coordinator to organize campus recreational activities to include students, their families and staff.
- Work closely with Student Association on various Student Association initiatives, act as staff liaison, provide guidance and support.

- Instruct / assist in the classroom conducting workshops on life skills topics such as anxiety, goal setting, parenting etc.

#### **6. Manage scholarship information.**

- Inform students about scholarships and awards.
- Research information concerning scholarships and awards.
- Follow up on leads concerning scholarships and awards.

#### **7. Provide public relations services.**

- Complete public relations duties as requested by the Site Information Coordinator.
- Organize tours of the campus and residences.
- Promote the counselling services available at Thebacha Campus.
- Contact and liaise with community leaders in all regions including Aboriginal groups, Town and Hamlet officials, housing associations.
- Contact and liaise with community education facilities in all regions including schools and learning centres.
- Organize conferences with students, staff, members of the public and invited guests.
- Present seminars and workshops to prospective students as requested.
- Organize / lead committees for Aurora College Week and Career Fairs.

#### **8. Complete other related duties as required**

- Assist registration staff during peak periods
- Assist with and/or coordinate convocation activities
- Visit community learning centres and deliver programs when requested
- Prepare monthly statistical reports for the Director, Thebacha Campus, and other reports as required.

### **WORKING CONDITIONS**

#### **Physical Demands**

The incumbent may be required to travel between various locations on a regular basis. Travel is often to remote locations using small aircraft. The incumbent is often required to be out of his/her office, visiting other organizations, giving guided tours or meeting with students, student groups or other parties. On occasion, the incumbent is expected to lift heavy items such as boxes of records.

#### **Environmental Conditions**

No unusual conditions.

#### **Sensory Demands**

No unusual demands.

#### **Mental Demands**

The incumbent is faced with significant mental demands stemming from the need to communicate with others on a regular and ongoing basis. Stress can be caused by the need to meet with students concerning very personal, intimate and emotional issues. Stress can be caused by the need to inform others of sensitive and occasionally disappointing information.

In some cases, others can become very demanding, depressed and/or verbally abusive. The effective provision of programs and services to adult students can be stressful due to the life-changing experiences that students undergo.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Sound knowledge of a full range of counselling theories, methods and practices.
- Specific knowledge in personal, financial, social, educational and vocational counselling, early childhood programs and services as well as a knowledge of career and crisis counselling.
- Knowledge of College policies and procedures, a knowledge of funding sources and methods of application and testing procedures and methods.
- Knowledge and understanding of the organization and structure of the College as well as an in-depth understanding of northern cultures and cultural groups.
- Knowledge of the computer programs.
- Ability to think creatively, innovatively, critically, analytically, and problem solve.
- Excellent verbal/written communication skills.

### **Typically, the above qualifications would be attained by:**

- Completion of a relevant Bachelor degree
- 3 years related counselling and educational activities/experience in a cross-cultural setting.

### **ADDITIONAL REQUIREMENTS**

#### **Position Security (check one)**

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

#### **French language (check one if applicable)**

- ☐ French required (must identify required level below)  
Level required for this Designated Position is:  
ORAL EXPRESSION AND COMPREHENSION  
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐  
READING COMPREHENSION:  
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐  
WRITING SKILLS:  
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

#### **Indigenous language: Select language**

- ☐ Required
- ☐ Preferred