

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Counselling Consultant

REPORTS TO: Directly: Coordinator of Integrated School Services
Indirectly: Superintendent of Learning

Purpose:

The Counselling Consultant provides strength based counselling services to students who are experiencing challenges that may impede success at school.

Required Education, Knowledge, Qualifications and Experience:

- A Bachelor Degree in Social Work, Psychology or equivalent
- A Master's degree in a related field will be considered an asset
- A minimum of 1 year experience as a school based counselor or equivalent would be an asset
- Possess a current and valid Driver's License
- Experience working in the learning sector within a collaborative-consultative model would be an asset
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division.

Required Skills and Abilities:

- Ability to maintain strict confidentiality
- Ability to prioritize multiple demands and effectively manage time
- Ability to work as a team player
- Ability to establish a strong rapport with students, families and school personnel
- Ability to manage high stress situations
- Ability to write reports requiring meaningful interpretations of data, accuracy, readability and editorial correctness
- Effective communication and presentation skills
- Ability to handle physically/emotionally demanding children
- Excellent interpersonal skills
- A positive attitude and work ethic
- Effective organizational and record keeping skills

Supervision of Other Staff:

This position does not involve the direct supervision of staff.

Duties and Responsibilities:

Without restricting the generality of the purpose above, the Counselling Consultant shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Participate as an active member of the Student Support Services team in carrying out the NESD vision and mission
- Respond to student needs as outlined in the NESD Response to Instruction (RtI) service delivery model
- Provide informal consultation when appropriate to classroom teachers during Cycle 1 in the RtI process

- Collaborate with school personnel on issues of wellness and social skills development and engage in preventative programming with students, parents and staff
- Consult and collaborate with school personnel on matters relating to program materials, behaviour management and emotional support for individual students
- Provide liaison services between families and the learning program of the school
- Provide crisis intervention services when needed
- Engage in liaison activities with other agencies in regards to child protection issues
- Meet with other service providers and share information when appropriate
- Report to the Coordinator of Integrated School Services and supervising Superintendent of Learning as required
- Provide workshops and inservices in areas of expertise to school personnel when requested
- Be knowledgeable and supportive of applicable Division Operational Policies & procedures
- Be willing to engage in life-long learning with respect to training and professional development
- Conduct oneself in a manner appropriate to a professional learning environment
- Deal tactfully with staff, students, parents and the public
- Performs additional duties as assigned by the Coordinator of Integrated School Services

Judgment, Independence and Client/Peer Contact:

Confidentiality

At no time should a Counselling Consultant discuss, in public, information pertaining to a student. A Counselling Consultant is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Any breach of confidentiality in this regard is a serious violation of acceptable professional conduct.

Independence

The Counselling Consultant is expected to work independently and as a team member of both the school-based and division staff.

Client/Peer Contact

This position involves working collegially with other support staff, teachers, parents and school-based administration on a daily basis in support of the goals of the school.

Responsibility for Quality of Assigned Work:

The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor.

Salary Grid: Counselling Consultant

NESD Counselling Consultant Salary Grid

Approved By:	Dean Biesenthal
Date Approved:	May 2012
Reviewed:	October 2015