



<b>FRONTIER SCHOOL DIVISION POSITION DESCRIPTION</b>
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<b>JOB TITLE</b>	Head Counsellor
<b>CLASSIFICATION</b>	
<b>DEPARTMENT</b>	Residence
<b>LOCATION</b>	FCI Residence
<b>REPORTS TO</b>	Residence Administrator
<b>STAFF SUPERVISED</b>	Residence Counsellors
<b>PROBATIONARY PERIOD</b>	Three months
<b>EFFECTIVE DATE</b>	

**POSITION SUMMARY**

Reporting to the Residence Administrator and acting on the Administrator’s behalf after hours; the Head Counsellor is responsible for providing the leadership and support required to create a safe nurturing campus environment. The Head Counsellor provides counselling supports as well as referrals to the Residence Social Worker for students who are in crisis or at risk. They also facilitate student leadership groups, oversee student mediations and maintain an ongoing open communication with parents, guardians and educational contacts. The Head Counsellor must possess the strong interpersonal skills required to maintain a positive social environment for students and staff alike. The incumbent is also a member of the Residence Disciplinary Committee and the Campus leadership team. The Head Counsellor is responsible for the supervision, evaluation, scheduling and assisting administration with staff disciplinary issues which may arise. The Head Counsellor also assures that staff follow the policies and protocols and are on track with the Residence Action Plan. In addition the incumbent must possess the ability to develop and maintain staff spreadsheets including attendance, banked time, vacation time and payroll reports. The Head Counsellor will provide administrative assistance to the Residence Administrator where required.

**QUALIFICATIONS**

Education

- Undergraduate degree in Psychology, Social Work, Social Sciences or the Humanities.
- Valid Manitoba driver’s license
- Current CPR or First Aid Certificate

Experience

- Supervisory or management experience.
- Three years experience with individual and group counselling and crisis intervention in a residential setting.
- Experience working with adolescents and young adults in crisis or at risk.
- Experience with the supervision and evaluation of staff.
- Experience working with First Nations people and understanding their customs and traditions.

### Knowledge, Skills and Abilities

- Knowledge of community and area supports and resources.
- Knowledge of team-building strategies for staff.
- Knowledge of and fluency in a First Nations language.
- Business management skills.
- Strong organizational and time management skills.
- Ability to make presentations and inspire students and staff.
- Ability to work independently and as a member of a team.
- Ability to relate positively to adolescents.
- Ability to be a caring, nurturing, trustworthy authority figure.

### **DUTIES AND RESPONSIBILITIES**

#### Students

- Provides intervention and counselling to individuals in crisis.
- Provides behaviour and school attendance counselling to students who require it.
- Ensures that the residence maintains a safe nurturing environment for Students.
- Ensures that a positive social environment, and a sense of team/family, is established and maintained for students and staff alike.
- Develops and delivers support group sessions for students when necessary.
- Writes probationary contracts to students and parents regarding behaviour issues and concerns.
- Establishes mediation meetings when conflict arises between students.
- Makes referrals to the Student Support Specialist as necessary.

#### Staff

- Enters, tracks and records staff time and attendance.
- Assures that all staff are following Residence policies and protocols uniformly by providing advice and direction when necessary.
- Ensures that the Residence Action Plan is being followed and reviewed periodically.
- Chairs the weekly Residence staff meeting.
- Meets weekly as a member of the Residence Disciplinary Committee to discuss Student behaviour reports.
- Develops and maintains Residence staff work schedules.
- Supervises and evaluates Residence Counsellors.
- Maintains appropriate confidentiality.
- Acts as a staff advisor to Student Residence Council and provides direction and leadership.

#### Administration

- Provides leadership to the Residence Counsellors in the provision and maintenance of a safe clean and nurturing environment for Residents.
- Participates in meetings with the Administration and assists in the development and implementation of solutions to address administrative concerns.
- Maintains and provides all required reports regarding residents and programs.
- Reports to the Residence Administrator as required.

Performs other duties as assigned.

## CONTACTS

Students  
Parents, guardians  
School Committee  
Aboriginal Communities  
Residence, School and Campus Staff  
Community Contacts  
Area and local resource agency personnel

## WORKING CONDITIONS

Evenings, weekend and on-call work is required.  
Frequent contact with students and families in crisis or in distress.  
General office conditions.  
This position works the school year.

## PHYSICAL AND VISUAL REQUIREMENTS

Physically capable of performing assigned duties.  
Fast paced environment.  
Deals with crisis situations.

## EQUIPMENT USED

General office equipment  
Personal computer and a variety of software packages

## APPROVED

	March 9, 2012
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Signature, Chief Superintendent

Date

	March 9, 2012
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Signature, Secretary-Treasurer

Date

	March 9, 2012
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Signature, Human Resources Coordinator

Date