

## Job Description

---

<b>Job Title:</b>	Counsellor (specializing in Black student support)
<b>Department:</b>	Counselling Services
<b>Reports To:</b>	Manager, Counselling Services
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 10 - 13
<b>Effective Date:</b>	January 2023

---

### **Primary Purpose**

Counselling Services strives for an environment that reflects our society and our student body. In order to address the unique needs and concerns of our Black students, we are seeking a Black candidate who has clinical knowledge and experience in mental health and wellness matters related to the lived experiences of Black individuals and communities.

The Counsellor is accountable to a Manager, Counselling Services for the provision of front line clinical mental health programs and services. The Counsellor specializing in Black Student Support will have proactive support from and work closely with the Equity, Diversity, Inclusion and Anti-Racism Office

Ultimately, this position underpins the mission of Counselling Services which focuses on supporting and promoting academic success, student and campus mental health, psychological wellness and safety within members of a diverse and global Waterloo community. The mental health, psychological wellness and safety of students are fundamental to the mandate of the university since they are a foundation for personal and academic success.

### **Key Accountabilities**

**Clinical Services** - for supporting mental health and wellness, as well as personal academic and personal success to clients (i.e., primarily students)

- Clinical assessments: initial/intake assessments; risk of harm assessments
- Treatment planning
- Individual and group counselling/psychotherapy
- Responding to clients in crisis
- Clinical case note and report writing
- Termination planning and referral
- Working along a continuum from single session therapy to a short-term brief counselling model—and/or working to help clients source appropriate long-term therapy
- Design, facilitate and evaluate seminars sessions on various topics related to wellness
- Design, facilitate and evaluate training for student leaders and other key stakeholders across campus on various topics, including well-being or culturally specific wellness workshops.

**Advocacy** - the Counsellor is an advocate for and supports students' academic success and personal learning

- Engage in internal and external partnerships with local black community supports and on campus resources for black students such as Equity, Diversity, Inclusion and Anti-Racism Office, and the Black Association for Student Expression to build a network of support services and referral services for black students; creating a community of support

## Job Description



- Engage in training opportunities for various stakeholders around wellness supports for black students
- Collaborate and consult with key campus support services (e.g., Equity, Diversity, Inclusion and Antiracism Office (EDI-AR), AccessAbility Services, Health Services, Student Success Office, etc.) related to students' personal and academic needs.
- Attend monthly EDI-AR meetings providing insight on black student needs and trends, as well as receiving input on supports and services available to address institutional challenges for black students impacting their mental health
- Collaborate and consult with faculty, including individual faculty members, the Associate Deans' offices and academic support areas in the interest of students' academic success, retention and graduation.
- With the support of the CS Manager & campus services increase awareness of Black student support counselling
- The partnership for the mental health, health and wellness, well-being and safety of the campus community includes active collaboration and teaming with a focus on client issues of shared concern.

**Clinical Practice** - the Counsellor is committed to best clinical practice and best practice in mental health

- The Counsellor has a thorough and expert understanding of developmental issues of late adolescence (e.g., relationships, mental health, disordered eating, transition, sexuality, etc.).
- Reflects a unique understanding of the impact of intergenerational oppression on the lives of Black students
- Incorporates the experience of living in Canada with family members and communities enduring hardships and atrocities overseas
- Incorporates the experience of living in Canada with family members and communities experiencing trauma on and off campus
- Recognizes the common barriers facing Black students when accessing mental health support by using the lens of anti-black racism.
- Remains current with pertinent ethical requirements, research and considerations relevant to the fields of counselling/psychotherapy, mental health assessment and crisis management.
- Maintains a high level of knowledge and awareness of changes and developments in the fields of higher education and counselling, and their implications for the organization and delivery of counselling and clinical services within the institution.
- Represents the interest of the department at conferences, workshops, etc.

### **Graduate Supervision and Training**

- Under the direction of their Manager, the Counsellor provides supervision of graduate students who are participating in clinical residency, internship or practicum placements at Counselling Services.

### **Multi-Disciplinary Team Member**

- The Counsellor will be provided space and time to lead/chair conversations on Black student mental health, well-being, and supports.
- As part of a multi-disciplinary team member, the Counsellor attends interdisciplinary team meetings, department meetings, Campus Wellness meetings, and other meetings as requested or directed by their Manager in Counselling Services.

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and*

## Job Description



*safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

### **Required Qualifications**

<p><b>Education</b></p> <ul style="list-style-type: none"><li>• A graduate degree (masters or doctorate) in the counselling professions (e.g. psychology, social work, etc.)</li><li>• Theoretical and practical training in individual and group counselling</li><li>• Registered with a College under the Ontario' Regulated Health Professions Act (1991)</li></ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"><li>• Proven record of achievement in clinical counselling. Scope of practice must include clinical work with adolescent and young adult population</li><li>• Experience working with Black-identified communities is beneficial and strongly preferred.</li><li>• Experience in university or college setting is beneficial and strongly preferred</li><li>• Experience working in community engagement is welcomed.</li></ul>
<p><b>Knowledge/Skills/Abilities</b></p> <ul style="list-style-type: none"><li>• Demonstrated skill and effectiveness in the application of a broad spectrum of psychological interventions/therapies especially Cognitive Behaviour Therapy, Dialectical Behaviour Therapy and expertise in behavioural health</li><li>• Counselling or outreach experience with culturally marginalized, in-risk, Black, and other underrepresented groups</li><li>• Familiarity with current research and professional literature pertaining to racial trauma and how it may impact a student's experience, both emotionally and academically</li><li>• Experience working with individuals who have experienced oppression, racism, homophobia, transphobia and/or ableism</li><li>• Connections with and awareness of community organizations that support Black communities</li><li>• Excellent interpersonal, communication (oral and written) and organizational skills</li><li>• Demonstrated initiative and strong skills in problem-solving and decision making</li><li>• Proven ability to work effectively with a multi-disciplinary team</li></ul>

### **Nature and Scope**

- **Contacts:** Internally, collaboration with AccessAbility Services, Athletics & Recreation, Campus Wellness, Centre for Career Action, Co-op Education, Human Resources, Equity, Diversity, Inclusion and Anti-racism Office, Police Services, Registrar's Offices, Student Success Office. Externally, the Counsellor/Psychologist works with community resources to assist in the development and enhancement of campus mental health, psychological wellness, and personal and community safety (e.g., Grand River Hospital, Here 24/7, Canadian Mental Health Association Waterloo Wellington Dufferin Branch, etc.).
- **Level of Responsibility:** This role is responsible and accountable to a Manager of Counselling Services in the development and execution of counselling services including psychotherapy. This role will have dedicated supports from senior leadership to support the unique mental health needs of Black students on-campus
- **Decision-Making Authority:** The Counsellor makes decisions concerning evidenced based practice in providing individual and group clinical interventions for clients, when to refer the client to another person or department, developing/designing/providing workshops & presentations, staying abreast of best practices in the mental health field while prioritizing clinical interventions with clients. The Counsellor performs her/his duties conscientiously and responsibly, adheres to high personal

## Job Description



---

standards of behaviour with students, colleagues, members of the University community and clients of the University, and in a manner consistent with the ethics of her/his profession.

- **Physical and Sensory Demands:** Minimal demands typical of a clinical and administrative position operating within an office environment.
- **Working Environment:** The position is exposed to stress and pressure associated with clinical and administrative responsibilities. It involves moderate psychological risk resulting from difficult and unavoidable exposure to disagreeable and uncomfortable environmental and psychological conditions. The position involves the stresses associated with multiple and/or tight deadlines beyond one's control, and constant interruptions. There will be unusual hours and schedules including evening hours.
- Locations include satellite offices, Needles Hall, and Health Services.