



## School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #PR-01

**SPECIAL COUNSELLOR**

Location: Secondary Schools

### SUMMARY:

Under the direction and supervision of the Administrative Officer(s) and the Student Services Coordinator, and the evaluation of the Assistant Superintendent, provides therapeutic counselling to secondary students.

### DUTIES:

- Provides therapeutic counselling to students with problems such as abuse, suicide, drugs and alcohol abuse.
- Liaises with teachers and other school personnel, parents/guardians, social, legal and medical agencies.
- Assists with planning, development and implementation of the Peer Counselling Program, including training sessions.
- Provides classroom presentations, program planning and resource development assistance for the Learning for Living curriculum, including family life education.
- Provides professional support to District committees.
- Provides group counselling sessions to assist teens with problems such as exam anxiety and depression.
- Provides counselling support in crisis situations as they may arise in the District.
- Participates in team meetings regarding progress and placement of students, as required.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to perform other job related duties as assigned.

### QUALIFICATIONS:

- Masters degree in Counselling or equivalent

**Qualifications Continued:**

- Minimum of four years experience working with adolescent children

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

**APPROVED:**

On behalf of:  
School District No. 46 (Sunshine Coast)

*[Signature]*  
Secretary-Treasurer

Feb 7 1994  
Date

On behalf of:  
C.U.P.E. Local 801

*[Signature]*  
President

February 2/94  
Date