



Counselling Services – Clinical Counsellor

The mission of Columbia Bible College is to equip people for a life of discipleship, ministry, and leadership in service to the church and community.

Department	Student Development
Faculty/Staff/Management	Contract position– non-Management
Contract Load	10-20 hours/week from August 15 th - April 30, 2023

Job Purpose

The Counselor position will default to supervision of intern counsellors and direct counselling hours as the top priority, while offering a collegial and back up component to the Counselling Services Supervisor. Tasks will be assigned and managed in collaboration with the Counselling Services Supervisor.

Duties and Responsibilities

Supervision (included in 20-hour weekly structure only)

- Supervision of 2 internship counsellors will require 1-hour weekly supervision meetings with the interns and attending/running group supervision 1.5 hours weekly.
- Supervision requires reviewing taped sessions and can also include co-counselling or direct observation of counselling
- Co-counselling with interns to provide training in intake sessions
- Collaboration with the counselling Services Supervisor regarding client placement and triage
- Being available via phone, text, email to assist interns when not physically present at the office
- Fulfilling evaluation requirements in conjunction with the intern's university program

Counselling

- Conducting intake sessions and collaborating in the triage and assignment of counsellors with clients
- Carrying a counselling load of clients per week
- Availability for after-hours telephone contact for consultation in a crisis situation when the counselling services supervisor is not available.

Administration

- Maintaining components of the position which are administrative.
- Advising the Counselling Services Supervisor where legal or social care issues may be involved, and to provide resources as might be needed to best care for students.

- Remind and prompt interns regarding administrative deliverables (20-hour weekly structure only)
- Collaborating with the counselling supervisor regarding internship training and group supervision (20-hour weekly structure only)

Qualifications

- Master's Degree or Doctorate in related field (i.e. Counselling, Psychology, Clinical Social Work)
- Minimum of 3 years of postgraduate professional practice in one of the counselling professions, including at least 1 full year of post graduate supervised counselling experience (for 20-hour weekly structure only)
- Course work in supervision OR willingness to do brief, modular on-line training (for 20-hour weekly structure only)
- Supervisor experience is considered an asset (for 20-hour weekly structure only)
- Experience working in a post-secondary education environment or with youth and young adults is considered an asset.
- Ability to conduct triage assessment.
- Experience with crisis management and the ability to work through a trauma lens is an asset.
- Membership in good standing with a governing body that provides professional liability insurance and willingness to maintain such membership and liability insurance in good standing at all times while performing this contract.
- Clear Criminal Record Check; including vulnerable population check.
- Agreement with and commitment to the CBC Mission Statement, BCMB or MCBC Confession of Faith, and Responsibilities of Community Membership Statement.
- Maintain membership in good standing in a local Christian church.

Working Conditions

- Work is normally performed in a typical interior/office work environment.
- Flexible hours up to the 20 hours per week, and evenings if desirable, with a willingness to flex weekly days for client needs and for team building or training.

Physical Requirements

- Limited physical effort required.
- Limited exposure to physical risk.

Statement of Relationships

- The Counsellor reports to the Counselling Services Supervisor.
- Supervises counselling centre interns (20-hour weekly structure only)