



Counseling Services Supervisor

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	Staff – non-Management
Load	Up to 80% (28-32 hours per week) Aug. 21- April 30 2023-2024 term, with possible option to renew.

Job Purpose

This is a part-time, non-management position, which is responsible for the supervision, administration and development of personal counseling services offered to students of CBC.

Duties and Responsibilities

Administration

- Develops and oversees the operation of the Student Counseling Centre.
 - Maintains professional quality standards in intake, assessment, and delivery of counseling services, including maintaining privacy and confidentiality.
 - Provides initial intake and referral as deemed appropriate.
 - Assigns tasks to counsellors, based on skills and training.
 - Creation of counseling forms, policies and procedures related to counselling, as needed.
 - Oversees compilation and storage of counseling files.
 - Oversees all legal, administrative, privacy aspects of any virtual counselling offered.

Supervision

- Selects and supervises Graduate level interns, volunteers and contract counselling team of 4-5 people (selecting a male and a female intern if at all possible to meet the needs of various clients).
 - Assigns counselling loads to interns.
 - Provides weekly counselling supervision, individually to interns and counsellors, including use of video session review to meet internship requirements.
 - Conducts all aspects of hiring of interns and counsellors as needed for the centre.
 - Follows internship site supervisor handbook requirements from each university.
 - Evaluates interns including completion of reports and forms as required by the graduate programs, with copies kept on file at CBC.
 - Provides team consultation meetings once per week to oversee administration, case management, and offer training opportunities to the team if necessary.

Schedule “A”

Consultation

- Advises the Student Development Staff as appropriate where legal or social care issues may be involved, and to provide resources as might be needed to best care for students.
- Provides risk management consultation / training in coordination with Deans, as deemed appropriate or needed.
- Typically attends a Student Development Team meeting once per week to coordinate with the larger team at the college.

Counselling

- Responsible to carry a counselling load alongside existing responsibilities.
- To be available for after-hours telephone contact for consultation in a crisis situation.

Development

- Establishes/maintains a network of local service providers (physicians, counsellors, support groups, etc.) for referral and consultation.
- Conducts evaluations of the effectiveness of CBC counseling services.
- Maintains a system through which statistics are recorded.
 - Number of students served, and which services were accessed.
 - Number of students put on waiting list or referred because services were not available.

Qualifications

- Masters Degree in related field (i.e. Counselling, Psychology, Clinical Social Work).
- Knowledge and experience across a wide range of modalities is preferred to best oversee interns and counsellors from a broad base, including trauma-informed approaches, person-centred counselling, strength based approaches, EFT & attachment, family systems, and some couples work preferred.
- Experience with Intake and Assessment, Brief Therapies, Crisis Assessment & Intervention Models, and Suicide Assessment is required.
- Five years of full-time counselling work (post-graduate) at a minimum.
- Current registration and membership in good standing with an approved Regulatory body is required (i.e. BCACC, or Association of BC Psychologists)
- Virtual counselling professional training is an asset.
- One year minimum Clinical Supervision experience is preferred. A candidate must be willing to take a supervision course at City U or equivalent, at their own expense, before starting the position if the candidate does not have supervisory experience.
- Experience working in a post-secondary education environment preferred.
- Strong organizational and communication skills; professional presentation.
- Must have strong computer skills for word processing and records keeping. Experience with Microsoft Teams is an asset.
- Ability to work efficiently and independently, in partnership and under supervision; self-initiating.
- Aspire to the Staff & Faculty Attributes.
- 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.

Schedule "A"

- The Counselling Services Supervisor has flexible start and end times, and days of the week scheduling, based on balancing the needs of the students, and the intern availability which varies term to term or year to year.
- Some work can be and is done remotely, such as checking emails, maintaining wait lists and communication with intakes, assignment of clients.

Physical Requirements

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

Statement of Relationships

- The Counseling Services Supervisor reports to the Dean of Students.
- Supervises Graduate Counseling interns, and counsellors on contract.

Employee Signature: _____ Date _____

Supervisor's Signature: _____ Date _____