



UNIVERSITY of the SOUTHERN CARIBBEAN
Royal Road, Maracas, St. Joseph

CAREER OPPORTUNITY

Applications are invited from suitably qualified individuals *for* the following position:

STUDENT COUNSELLOR

JOB SUMMARY

The **Student Counsellor** helps service users to overcome their problems and cope with tough situations by providing a safe, confidential and encouraging environment in which to contemplate their emotional state. They assist service users by offering them a structured and focused way of addressing their problems. The position requires compliance with established policies and procedures of the Division and a high level of confidentiality. This is a full-time position and the position holder may be required to work on-call for emergency cases. He reports to the Vice President Student Services & Enrolment Management. (This appointment will only be effective January 2025).

SCOPE OF ROLE

Counselling, support, supervising, psychological assessment, planning and record keeping.

DUTIES AND RESPONSIBILITIES

- Facilitates individual and group counselling sessions.
- Conducts psychological assessment of service users.
- Maintains records and tracks the progress of service users.
- Refers service users to other organizations where necessary.
- Provides support to the faculty and staff in resolving student issues.
- Provides counselling services for the University and its constituents.
- Promotes the ethos of the University in all aspects of duty.
- Assists in planning activities to promote holistic health and wellness.
- Participates in planning developmental programs for the University family.
- Assists in creating policies and procedures for counselling.

- Attends meetings of the Department and University.
- Supervises the office staff.
- Prepares required reports by the required deadline.
- Participates in team activities within the School and University.
- Performs other assigned duties commensurate with the position.

QUALIFICATION AND EXPERIENCE

To perform this job successfully, the position holder must be able to perform each essential duty satisfactorily. The position requires:

- A Master of Science degree in Counselling or Psychology from an accredited institution.
- At least three to five years of experience in counselling.
- Experience in conducting and recording psychological assessment.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Natural ability to listen and be able to explain ideas and thoughts clearly to service users.
- Sensitivity, respect and empathy.
- Patience and a calm manner.
- Ability to cope with emotional situations.
- Ability to relate to service users with an open, non-judgmental attitude.
- Excellent problem-solving skills, to be able to help service users identify and make changes to negative thought patterns and other harmful behaviours that might be contributing to their issues.
- A strong set of interpersonal skills to help establish rapport quickly with clients and develop good relationships.
- Ability to adapt and change the way you respond to meet the needs of service users.
- Display multicultural competency and adopt a multicultural worldview.

OTHER REQUIREMENTS

- High levels of confidentiality.
- Takes pleasure in working with young people.
- Personable, discreet, highly motivated, and customer-oriented.
- Ability to work in cross-cultural and cross-divisional teams.
- Excellent communication skills, written and spoken.
- Willingness to engage in new programs or projects within the health and wellness setting.
- Willingness to travel to extension campuses and satellite sites.
- Must be respectful, appreciative and sensitive to working with the diverse population of the University.
- Commitment to high moral, spiritual and ethical values of the University.

Applications should include a Cover Letter, a detailed Curriculum Vitae, two (2) written recommendations, including one from current employer, photocopies of relevant academic qualifications and contact number/s should be forwarded to:

**THE DEPARTMENT OF HUMAN RESOURCES
UNIVERSITY of the SOUTHERN CARIBBEAN
P. O. BOX 175
PORT-OF-SPAIN
TRINIDAD & TOBAGO**

Or email us at: hr-recruitment@usc.edu.tt

Applications should be received no later than August 15, 2024.

The University wishes to thank all applicants for their interest. However, only short-listed applicants will be contacted.