

CLASS DEFINITION: COUNSELLOR

Source: Collective Agreement between the Ontario Council of Regents for the Colleges of Applied Arts and Technology and the Ontario Public Service Employees Union (for Academic Employees) effective September 1, 2012 to August 31, 2014, pp. 146.

A Counsellor is responsible for assisting students and potential students to function effectively as learners and as individuals by helping them understand, prevent or overcome personal, social or educational problems that may hinder learning or their ability to cope with everyday living. The Counsellor's duties include:

- a) Developing and maintaining appropriate counselling programs.
- b) Interviewing individuals, by appointment, to explore personal or social difficulties or vocational/educational decision making, including:
 - referring students as appropriate to proper professional help;
 - facilitating discussion/dialogue between students, faculty and administration;
 - participating in pre-admission interviewing and testing as required.
- c) Group counselling as a non-instructional activity.
- d) Testing and evaluation of individuals to assist them in their personal, educational/vocational development.
- e) Assisting administration, faculty and staff, in a consultative role in identifying student problems, dealing with student problems, and relationship problems among students.
- f) Providing educational/vocational information to students or directing them to available sources.
- g) Participating in the orientation of new students to the College.
- h) Teaching as assigned.

In addition, the Counsellor may, from time to time, be called upon to contribute to other areas ancillary to the Counsellor's role, such as student recruitment and selection, student employment, liaison with community service programs and agencies, professional development and control of supplies and equipment.