**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Team Leader, Counselling

**Job Number:** A-255

**NOC:** 4153

**Band:** 11

**Department:** Student Counselling Centre

**Supervisor Title:** Director, Student Wellness Centre

**Last Reviewed:** December 10, 2013

**Job Purpose**

In consultation with the Director, Student Wellness Centre and in addition to the duties of Therapist, the Team Leader is responsible for coordinating the clinical operation of the Counselling Centre, program development and implementation. This position oversees the work of administrative staff & interns and provides consultation to staff and faculty regarding the mental health of students. The Team Leader liaises with other members of the Student Wellness Centre and of the Trent community, as required. The Team Leader must remain current with evidenced-based research in the field of mental health and trends in effective management.

**Key Activities**

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| 1. *Direct Client Intervention:*  * Assessments: Conduct individual interviews to assess social, emotional, behavioural and psychological functioning, including suicide risk assessment, homicidal risk, and screening for mental status. * Personal Counselling: To use professional judgement, therapeutic techniques and recognised practice models to establish a therapeutic relationship, clarify and identify challenges, offer psychosocial education, and collaboratively develop plans and/or recommendations to assist in achieving therapeutic goals. * Group Counselling: To design, deliver, and evaluate process therapy groups to meet the identified clinical needs of the student population (i.e.: eating disorders, grief, queer identities, affect regulation, survivors, ACOA). * Crisis Counselling: To intervene in crisis situations (i.e.: attempted suicide, tragic death, sexual assault) by providing support and assistance through debriefing, supportive counselling and consultation. * Prevention & Education: To design, deliver, and evaluate workshops and presentations which promote a proactive and holistic approach to health & wellness (i.e.: relationships, life balance, interpersonal development; assertiveness, self-esteem). * Documentation: To complete thorough intake reports for all incoming clients. To keep accurate and up-to-date notes on each session for ongoing continuity of care and for legal purposes should the need arise. * Privacy:To ensure compliance with the Personal Health & Information Privacy Act. * Represent the Department on University Committees, and the University on community organizations as needed. | **75%** |
| 1. *Counselling Centre Leadership:*  * Coordinate the operation of the Counselling Centre at Symons. * Coordinate special projects, including development & implementation, where applicable. * Oversee high risk cases * Provide leadership, direction, and oversight to administrative staff and interns. * Facilitation of peer consultation model of clinical supervision. * Stay current with best practice models for service delivery. * Maintains policy and procedure manual. | **15%** |
| 1. *Care Coordination Team:*  * Member of the Care Coordination Team coordinating care across the Student Wellness Centre and working toward service integration and continuity of care. | **5%** |
| 1. *Consultation and Support:*  * Provide consultation and support to staff and faculty regarding mental health issues. * Consultation might be sought for crisis prevention with a student known to be aggressive or disruptive, or for intervention strategies in supporting a suicidal student. | **5%** |

**Education**

Masters Degree in Psychology, Social Work, Counselling, or related field. Current registration with the College of Psychotherapist, Social Workers, Psychologist or equivalent.

**Experience Required**

* 5 years of clinical practice in either an open community or private setting
* 2 years leadership/managerial experience preferred

**Responsibility for the Work of Others**

Direct Responsibility

Student staff and interns

Indirect Responsibility

Lead hand to Administrative Assistant