

Terms of Reference for the Counsellor:

The general responsibilities of the Counsellor include but are not limited to the following:

- Support and enhance Counselling Service for the College Students, Employees and relevant stakeholders.
- Develop and implement programmes for individual and group counselling depending upon the specific needs of the students
 - Develop and facilitate mental health promotion activities (e.g. stress reduction activities, mindfulness meditation, etc.) to promote wellbeing among students and staff
 - Provide mental health crisis management, intervention, and follow-up
 - Establish network with mental health professionals and relevant stakeholders for referrals and to provide a continuum of care for RTC students, as needed
 - Develop and implement student psycho-education programmes on a broad range of psychological, social and mental health issues
 - Design and implement prevention programmes based on a variety of practices for substance use, mental health and other emerging issues
 - Develop a peer counselling program on campus and train peer counsellors to identify and help students at risk of substance dependence and other issues.
 - Provide regular supervision to all peer counsellors, counselling practicum students, and counselling interns when applicable
 - Provide education and consultation to faculty and staff on issues relevant to student mental health, behavioral issues, and educational performance issues as appropriate
 - Stay informed about current research, best practices, and emerging trends in college mental health counseling

SKILLS, KNOWLEDGE AND ABILITIES

The suitable candidate is expected to possess the following aspects of skill, knowledge and ability:

- Knowledge of ethical guidelines and confidentiality requirements in mental health counseling
- Ability to maintain the confidentiality of clients' files
- Knowledge of case management and crisis intervention techniques
- Good listening skills, quick thinker while remaining non-judgmental
- Good communication and interpersonal skills
- Resourceful, creative and innovative in clinical approaches
- Versatility in handling emotionally stressful job
- Must be able and willing to work outside of normal working hours. *As most counselling sessions / services are normally provided after class hours (generally after 3 PM) one should be willing to adjust the working hours accordingly.*
- Must have good experience in dealing with clinical mental health cases (inclusive of personality disorders)
- Should be able to use differing models to meet different student needs, irrespective of individual therapeutic orientation.

- Should be able to work with people from different cultural and ethnic backgrounds.
- Willingness to take up any other tasks as and when assigned.

The Counsellor will report to the Student Services Manager / Registrar.