

RESIDENCE COUNSELLOR

GENERAL

Reporting to the Dean of Residence, the Residence Counsellor is responsible for counselling residential students in matters pertaining to personal problems, problems pertaining to academic, social and physical adjustments, and to promote the general development of students while in residence. Shift work is a requirement of this position.

TYPICAL DUTIES

May be required to design and implement programs that will provide educational and domestic training including the use of off-campus visits.

Ensures students maintain rooms, dormitories, recreational facilities and equipment at acceptable level.

May be required to observe behaviour of individuals and their adjustment to the group.

May participate in staff conferences and training sessions.

Makes systematic checks through residence while on shift.

Responsible for the personal safety and well-being of the group.

Responsible for counselling residential students in matters pertaining to personal, academic, social and physical matters.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Ability to communicate effectively orally and in writing, and in some positions, a thorough knowledge of manual communication is required in counselling deaf students.

Some knowledge of motivation, interests, attitudes and personal problems of children, adolescents and adults.

Ability to create and maintain effective relationships with students and staff.

Education, Training and Experience

Grade XII and several years' experience in work related to counselling students or a University Degree in Social Sciences.

Ability to learn manual communication.

Physical Standards

Physically capable of performing the duties assigned.