



CAREER OPPORTUNITY

INTERNAL / EXTERNAL

Classification: Field – Level 7
Location: North Battleford

Title: Counsellor
Competition #: 35-BC-2526

Date Posted: June 9, 2025
Start / End Date: July 28, 2025
Full-Time, Permanent

Closing Date: June 18, 2025 at noon
Salary Range: As per the Collective Agreement
Appendix A

The commencement of this position is subject to funding decisions, which are beyond the control of North West College, and therefore subject to change. This is an in-scope position. Internal applications from NWC staff with seniority will be considered prior to outside applicants.

Main Responsibilities:

Reporting to the Vice-President, Academic and is primarily responsible for providing personal counselling and educational support services to students. Working collaboratively with the College community, the counsellor will focus on holistic supports that enhance the transition to the post-secondary environment, academic success, and retention to advance strategic directions and organization priorities. Counsellors work with students for all programs within their assigned portfolio/region to ensure ongoing progress, engagement, and success.

This position:

- ◆ Arrange psychoeducational assessments and support the process to ensure accessibility and adaptive learning supports as needed.
- ◆ Administer and interpret a variety of tests to determine the skills, interests, aptitudes, and abilities of students.
- ◆ Assess and address barriers that may prevent learners from successfully participating in or completing programs.
- ◆ Provide accessibility support for learners who require accommodations for disability.
- ◆ Advocate, support and effectively collaborate with local, regional and provincial agencies to support learner's personal, physical, emotional, financial and cultural wellbeing.
- ◆ Work with Instructional staff to monitor and provide student supports including intervention regarding student attendance, academic progress, financial, learning, tutoring supports, and behavioral concerns
- ◆ Participate as part of a multi-disciplinary, multi-agency team in providing necessary wrap-around and holistic student supports.
- ◆ Provide counselling and crisis intervention support using a client centered, trauma informed, and solutions focused lens; responding & advising on trauma informed reporting.
- ◆ Provide in-service training to various College personnel on counselling related topics, and in the use of counselling and career resources, in order to ensure that staff are equipped to handle routine inquiries, and are aware of the referral process.
- ◆ Develop and deliver counselling activities and presentations/workshops for individuals and groups as required by college programs and projects.
- ◆ In collaboration with other staff members, develop and recommend activities, counselling policies and procedures, and resources to enhance services and service delivery.
- ◆ Work with Student Services team to set team objectives and develop strategic plans and work plans.
- ◆ Organizes and supervises the delivery of tutoring services to assist students with learning and any special accommodations, within their assigned portfolio/region.
- ◆ Monitors student progress resulting from the delivery of Instructor Aide tutoring services.
- ◆ Collaboratively, with their regional counterpart, develops and implements program budget plans, monitors program budgets, determines mid-course adjustments or revisions and initiates and prepares budget reporting, for their assigned portfolio/region.
- ◆ Maintain and organize all appropriate student related records in a confidential manner.
- ◆ Provide reports and statistics as directed.
- ◆ Other duties as assigned.

Qualifications, Skills, Abilities and Experience:

- ◆ Bachelor's degree with a major in Behavioral Sciences (specifically related to human services or development) with preference for a Bachelor of Social Work. A combination of a related University degree with direct

experience and additional certification may be considered. This education would provide knowledge and specialized skills in group and personal counselling.

- ◆ The minimum amount of practical, related experience required to perform the duties of this position is three years of providing counselling, facilitating, working with clients, and/or other related areas.
- ◆ Knowledge of, and the ability, to interpret test results to determine skills, interests, aptitudes, and learning requirements.
- ◆ Knowledge of the adult education system would be an asset.
- ◆ Demonstrated experience working in a cross-cultural environment.
- ◆ Demonstrated competence & recent experience in the use of technology such as Zoom, Microsoft Office Suite, Outlook, Internet & Social Media platforms, with the ability to learn & adapt to changing technology.
- ◆ Ability to present a professional image on behalf of the College.
- ◆ Strong communication skills, & effective public speaking & public relations skills.
- ◆ Ability to create strong working relationships with all levels within the College & across multiple disciplines.
- ◆ Demonstrated skills in collaborative problem solving, research, analysis, & accountability within a team setting.
- ◆ Ability to maintain & portray a student friendly approach to service
- ◆ Ability to work independently, to plan, schedule & organize one's own work with minimal supervision.
- ◆ Critical thinking skills.
- ◆ Must possess a valid Saskatchewan Driver's License and be willing to travel as required; some overnight stays may be required.
- ◆ A satisfactory criminal records check is a condition of employment with North West College.

If you are interested in this position with the College, please complete an application for Employment. The application is located on the website at www.northwestcollege.ca. Please provide a letter to Human Resources outlining how you meet the qualifications, knowledge, education and skills as identified in the posting.

Submit Applications to:

Human Resources
North West College
10702 Diefenbaker Drive
North Battleford SK S9A 4A8
Fax:306.445.2254

Please Quote Competition #35-BC-2526

NWC thanks all those who applied however only those selected for an interview will be contacted.

Email: nwrccareers@northwestcollege.ca