

GUIDANCE COUNSELLOR

General Circular No. P5 / 2109

Place of work:	TO BE DETERMINED
Status:	100% Replacement Position
Salary Rate:	$31.06 to $55.04
Start Date:	Immediate
Immediate Superior:	Director

Nature of the Work

The position of guidance counsellor encompasses, in particular, responsibility for providing assistance, advice and guidance as well as evaluating the psychological functioning, personal resources and environmental conditions of students in the youth and adult sectors. He or she participates in developing and maintaining active adaptation strategies in order to enable students to make personal and professional choices suited to their personal characteristics and to their environment, while on their educational path.

Main tasks and responsibilities

- Participates in developing and implementing an academic and vocational guidance service, while respecting the academic and administrative requirements of both the educational institutions and the school board.
- Evaluates students (individual or group meetings) with respect to their interests, aptitudes, abilities, personality, professional experiences and personal needs, using appropriate methods such as psychometric tests, direct observations and information provided by teachers and other school resources and, where applicable, parents.
- Evaluates individually, as part of an individualized education plan, a student's mental disorder, psychological functioning, personal resources and environmental conditions, including a student with a handicap or social maladjustment as well as a student suffering from a mental or neuropsychological disorder attested to by a diagnosis or an evaluation conducted by qualified personnel.
- Through individual or group counselling sessions, helps a student to carry out a self-analysis and to build an overall image of himself, explore and clarify his situation and determine personal and professional goals, grasp the information received, understand, assume and overcome his personal and social problems.
- Provides support to students in their search for means aimed at enabling them to overcome the difficulties associated with their educational profile and their social and employment integration.
- Provides information and advice to parents on the measures required to provide help and guidance to the student in defining and carrying out his educational and career objectives.

Requirements and Qualifications

- Master of Education degree (in Counselling) or the equivalent
- Member of the *Ordre des conseillers et conseillères d'orientation du Québec* or in the process of applying for membership
- Counselling experience with adolescents in the Youth Sector, preferably in the field of education
- Excellent language skills, both oral and written
- Excellent communications and interpersonal skills as the candidate must maintain close contact with the outside organizations, administrative staff, multidisciplinary team, teachers & parents
- High level of empathy, care and sensitivity to the needs of the adolescents

To view job description as outlined in the classification plan **click here**
or visit their website **http://cpn.gouv.qc.ca/en/cpnca/home/**

Interested candidates should send their letter of interest and curriculum vitae to **jobs@emsb.qc.ca**
to the attention of Ms. Ann Watson, Director of the Human Resources Department,
Please refer to the circular number in your letter of application.

The English Montreal School Board has implemented an Equal Access Employment Program in accordance with the Act respecting equal access to employment in public bodies and encourages applications from women, members of visible and ethnic minorities, aboriginal and handicapped peoples.