

ONTARIO PUBLIC SERVICE EMPLOYEES UNION  
ON BEHALF OF THE COLLEGE ACADEMIC EMPLOYEES

AND

The College Employer Council for the College of Applied Arts and  
Technology

UNION PROPOSALS U11

Sept 9, 2021



*The Union is forwarding the following proposals without prejudice*

*The Union reserves the right to alter, amend, change, expand or withdraw any and all proposals*

Tabled \_\_\_\_\_

Amend to:  
COUNSELLOR

## CLASS DEFINITION

### COUNSELLOR

A Counsellor is responsible for assisting students and potential students **holistically and through an intersectional lens** to function effectively as learners and as individuals by helping them understand, prevent or overcome personal, social or educational problems that may hinder learning or their ability to cope with everyday living.

The Counsellor's duties include:

- a) Developing and ~~maintaining~~ **providing** appropriate counselling programs **through various modes of delivery including one-on-one and group counselling (as a non-instructional activity)**, to support students with mental health, personal, and/or academic issues, including:
  - developing and providing person-centred counselling support and treatment plans, both in-person and virtually;
  - providing traditional and culturally-specific counselling support and advising to Indigenous students, and building community connections with Indigenous partners;
  - maintaining timely and detailed confidential clinical records in adherence to relevant legal and privacy standards;
  - working in accordance with individual regulatory bodies;
  - referring students to appropriate internal and external supports as appropriate;
  - as part of a multidisciplinary team where appropriate, identifying and assisting with student problems, and relationship problems among students.
- b) Interviewing individuals, ~~by appointment,~~ to explore personal or social difficulties or vocational/educational ~~decision making~~ **development**, including:
  - providing one-on-one counselling and complex case management support for students experiencing significant mental health issues;
  - Providing educational/vocational information to individuals or directing them to available sources;

- ~~referring students~~ referring individuals to both internal and external service providers, as the Counsellor deems appropriate to proper professional help;
  - conducting biopsychosocial assessments and interventions, as the Counsellor deems appropriate;
  - facilitating discussion/dialogue between students, faculty and administration;
  - assisting students in developing self-advocacy skills;
  - participating in pre-admission interviewing and testing, as required;
  - assisting new students in their transition to the College.
- e) ~~Group counselling as a non-instructional activity~~
- c) ~~Testing~~ Assessing and evaluating ~~evaluation of~~ individuals to assist them in their personal, educational/vocational development, including:
- screening for depression, anxiety, ADHD, traumatic stress, and/or learning disabilities, and consequently facilitating appropriate accommodation support and/or making appropriate referrals to both internal and external resources;
  - assessing individual disabilities/abilities, and developing appropriate accommodation plans, accordingly;
  - conducting needs assessments that include consideration of psychosocial factors of students, for the purpose of exploring career options;
  - administering and interpreting a variety of psychoeducational career assessments;
  - conducting intake assessments as a triage process to assess the students' needs and appropriately match students with counsellors;
  - Conducting therapeutic assessments (including the use of scales and assessments when needed) to assist clients in understanding their unique concerns;
  - conducting an academic assessment of current and incoming students, and designing processes to assist their academic development and learning strategies.
- e) ~~Assisting administration, faculty and staff, in a consultative role in identifying student problems, dealing with student problems, and relationship problems among students.~~

- d) Providing educational/vocational information counselling to ~~students or directing them to available sources~~ individuals, including:
- providing current occupational and career/labour market information to individuals or and/directing them to available sources;
  - providing career counselling to students using a holistic and inclusive approach, as the Counsellor deems appropriate;
  - providing career education and counselling in orientation, transitioning programs and educational sessions;
- ~~g) Participating in the orientation of new students to the College.~~
- e) Developing and promoting student accommodation plans after assessing disabilities/abilities, including:
- reviewing documentation and providing assessments and screenings when necessary;
  - referring to external partners for additional medical documentation to secure accommodation support, as appropriate;
  - working to help College employees support and understand the needs of accommodated students and to adhere to relevant legislation and College policies;
  - evaluating documentation provided in the accommodation assessment process to make recommendations to benefit students, including accommodation and access to funding options;
- f) Responding appropriately to crisis situations affecting either the mental health or academic performance of students or the broader College community, including:
- providing crisis intervention and conflict resolution;
  - conducting suicide/homicide risk assessment and, where appropriate, initiating safety planning, duty-to-warn, and threat risk protocols;
  - providing crisis support to the college community following a tragic event;
- g) Promoting positive mental health wellness in the college and beyond, including:
- conducting group counselling as a non-instructional activity;
  - creating and facilitating clinical and nonclinical groups/workshops for students;
  - advocating for students within the College community and for mental health initiatives, policies, and procedures to support students' mental health wellness;

- participating in college, regional and provincial committees;
  - promoting fair and equal access throughout the College by eliminating barriers and ensuring adherence to the Ontario Human Rights Code;
  - creating and facilitating educational workshops for faculty, administration and staff to facilitate increased understanding of student needs and accommodations;
  - organizing and/or assisting with mental health educational or professional development opportunities for the college community through workshops, presentations, classroom visits, events, and/or online offerings;
  - collaborating with academic faculty and units to develop and support in-house mental health education, career education, and health teaching, both in and outside the classroom;
  - participating in the orientation of new students to the College.
- h) Supervising interns from postsecondary institutions on field placement/practicum
- i) Engaging in applied research related to counselling work, as needed
- j) Teaching, as ~~assigned~~ mutually agreed to

In addition, the Counsellor may, from time to time, be called upon to contribute to other areas ancillary to the Counsellor's role, such as student recruitment and selection, student employment, liaising with community service programs and agencies, professional development and control of supplies and equipment.

If there is a conflict between the standards of practice of a governing body and a member's work environment, the member's obligation is to the governing body.