



<p><u>JOB DESCRIPTION</u> CONTRACTUAL POSITION</p>	
<p>JOB TITLE: Guidance Counsellor</p>	
<p>JOB SUMMARY:</p> <p>Responsible for planning, managing and delivering a programme of School Guidance and Counselling.</p>	
<p>REPORTS TO:</p>	<p>Assistant Education Coordinator, Student Support Services</p>
<p>SUPERVISION GIVEN TO:</p>	
<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Conducts individual Group Counselling for students and parents to enable them to experience personal growth. • Designs and delivers group guidance sessions for students on a variety of academic, personal, social and career development. • Designs and delivers parent education sessions. • Conducts need assessment and on-going research in guidance and counselling related matters. 	
<p>KNOWLEDGE, SKILLS AND ABILITIES:</p>	
<p>KNOWLEDGE:</p>	<ul style="list-style-type: none"> • Knowledge of theories of group dynamics and counselling. • Knowledge of case-work methods and techniques. • Knowledge of the Children’s Act, Sexual Offences and other laws related to children and adolescents. • Knowledge of the organisation and management of the education system of Trinidad and Tobago
<p>SKILLS AND ABILITIES</p>	<ul style="list-style-type: none"> • Ability to conduct interviews effectively and to analyse and evaluate casework material. • Ability to establish an effective working relationships with and among others employees, students, parents and staff across gender, ethnic, socio-economic status and cultural stereotypes.
<p>MINIMUM EXPERIENCE AND TRAINING:</p> <ul style="list-style-type: none"> • A first degree from an accredited University in Psychology/Behavioural Science. • Additional certification in Guidance and Counselling and experience in the school system will be an asset. 	