

## **School Counsellor**

### **Roles and responsibilities**

#### **System support**

- Advise school management on school counselling matters.
- Network with relevant external professionals and community agencies.
- Support department in conducting mental health briefing for staff.

#### **Preventive programme**

- Support department in conducting small and large group psycho-educational sessions for students and staff on mental health issues and healthy coping strategies.

#### **Responsive services**

- Provide individual and group counselling to students.
- Conference with staff, parents and external professionals and agencies on students being counselled, and conduct home visits where necessary.
- Look into the referral of students and their families to community resources or external professionals, where needed.
- Provide psychological crisis intervention and follow-up to students affected by critical incidents.
- Maintain case consultation records and proper documentation
- Provide regular updates to school management on the progress of students being seen for counselling.
- Support the core values of SJI as a Catholic Lasallian School.

#### **Requirements**

- Good interpersonal and communication skills.
- Preferably at least 1 year of full-time work experience in teaching, counselling or volunteering with children and youths.
- A university degree with professional counselling qualifications, such as a Postgraduate Diploma or a Masters in Counselling; or relevant counselling qualification and experience from a recognized University.
- Proficient in professional counselling approaches and tools to help clients with diverse issues and conditions, including case conceptualisation and assessment.

#### **Advantageous**

- Have a psychology degree from a recognized University.
- Have experience in clinical mental health cases.
- Have knowledge in areas that effect the development of the child and assessment tools utilised to evaluate and diagnose disorders.
- Have knowledge in special education needs (SEN) assessment and work with children with SEN