

**Position Job Title:** Manager, Counselling and Health Services (Part-time)

**Location:** Squamish, BC

**Reports To:** Dean, Student Life

### **About Quest University**

*Quest University Canada acknowledges that it sits on the traditional, ancestral, and unceded territory of the Skwxwú7mesh (Squamish) peoples. We are grateful to have the opportunity to work, learn, and live in this blessed territory.*

Quest University is Canada's first independent, not-for-profit, secular liberal arts and science university, devoted entirely to excellence in undergraduate education. Our campus is situated amidst the Coast Mountains in Squamish, midway between Vancouver and Whistler. Built to prepare students for the challenges of the 21st century, Quest's innovative academic program, highly engaged student population, and outstanding faculty are gaining world-wide recognition. Quest offers a competitive salary, excellent extended health benefits, RRSP matching, flexible work arrangements and a dynamic workplace. For more information about Quest, visit us online at [www.questu.ca](http://www.questu.ca).

Quest University Canada is accredited by the Degree Quality Assessment Board of the province of British Columbia and is a member of the Education Quality Assurance.

### **About the Role**

Quest University Canada is seeking a part-time (20 hours/week) Manager, Counselling and Health Services, to join our Student Life Team from September to April 28, 2023. This term position, with possibility for renewal, is responsible for coordinating counselling and health services on campus, which are part of Quest's integrated student affairs and services area, to provide exceptional and individualized support to students. The Manager must be able to provide culturally sensitive individual and group counselling, assessment, and crisis intervention services to students presenting with personal, emotional, and mental health issues, and adjustment and developmental issues. The Manager will supervise and mentor the counselling interns, coordinate counselling services logistics, such as scheduling and outreach, and liaise with and refer students to other services and resources within the University or to agencies/programs in the community, such as local health care providers, as needed, to coordinate treatment. This position must coordinate administrative duties such as scheduling, billing, insurance, etc. for doctors and psychiatrists who come on campus to provide services to students and conduct counselling intake meetings and triaging. The Manager will develop and facilitate sessions for new students/parents during Orientation that help students adjust to university life and be successful and provide training to residence staff and student leaders. Irregular hours and extended workdays may be required.

## **Knowledge, Skills and Abilities**

- Knowledge of young adult and community development.
- Knowledge of and commitment to the [mission, vision, and values](#) of Quest
- Ability to provide culturally sensitive individual and group counselling, assessment, and crisis intervention services to students presenting with personal, emotional, and mental health issues, and adjustment and developmental issues
- Knowledge of current best practices and legal requirements in higher education.
- Excellent interpersonal, written, presentation, and oral communication skills, delivered in a manner appropriate to the audience.
- Maintain confidential counselling records/databases and provide statistical reports on service delivery as required.
- Advise on and participate in crisis intervention on campus, including assessing and responding appropriately to emergent situations.
- Ability to supervise and mentor the counselling interns
- Ability to identify, develop, implement, and evaluate innovative programming and practices.
- Ability to establish priorities, organize, schedule, and solve problems.
- Coordinate and facilitate health and wellness initiatives, programs, and services

## **Qualifications**

- Master's degree in a health-related field such as Counselling, Social Work, or other related field;
- Current license to practice in their clinical field, and relevant related qualifications including Suicide intervention, First Aid CPR, and Incident Command System;
- 5 years of recent related experience, or equivalent combination of formal education and relevant work experience;
- Experience working in higher education, preferably in Student Life;
- Experience supervising and leading a team of professional and para-professional staff, and student employees;
- Experience with setting priorities, establishing a vision and direction, and achieving departmental goals and objectives.
- Additional training in conflict mediation, human resource and management, financial management, clinical supervision, clinical case management, first-aid, and coaching and advising are an asset.

## **To Apply**

Candidates are asked to submit the following documents in PDF format.

- A full curriculum vitae detailing qualifications and relevant achievements.
- A covering letter describing briefly how candidates meet the criteria in the 'Qualifications' section of the job profile, why the appointment is of interest, and what they believe they can bring to the role.
- Names of references and evidence of credentials will only be requested at the end of the recruitment process.

**Contact Email:** [Human.Resources@questu.ca](mailto:Human.Resources@questu.ca)

**Closing Date:** Until a suitable candidate is found.

**Start Date:** ASAP

Quest University is committed to **equity and diversity** in its community and welcomes applications from women, racialized persons/persons of colour, Indigenous peoples, persons with disabilities, persons of all sexual orientations and genders, and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply. However, Canadian citizens and permanent residents will be given priority. Application materials, including letters of reference, will be handled in accordance with the "Freedom of Information and Protection of Privacy Act" (British Columbia).

While we thank all applicants for their interest, only those applicants who have been given consideration for an interview will be contacted.