

JOB OFFER – RH2526-15

GUIDANCE COUNSELLOR

35 HOURS PER WEEK, FULL TIME, REGULAR

CENTRE STE-THERESA

BLANC-SABLON, QUÉBEC

Here is a unique opportunity to work in a diverse and collaborative environment with excellent teaching resources and small and sometimes multi-level classes. Our warm, friendly and well-served communities will allow you to live at a relaxed pace and find a superb balance between your personal and professional life.

We offer excellent employment opportunities in teaching and other important areas and we are looking for people who are interested in enhancing students' education.

We believe that education is the key to success. A foundation in education will improve the lives of our children and our communities. The Centre de services scolaire du Littoral offers preschool, primary, secondary and adult education services in French and English.

We have seven (7) English-speaking villages and three (3) French-speaking villages, spread out from Kegaska to Blanc-Sablon, including Port-Menier (Anticosti Island), over a total area of 460 kilometres, with a respective population ranging from 100 to 1,200 inhabitants.

NATURE OF 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.

CHARACTERISTIC FUNCTIONS

The guidance counsellor 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.

He or she 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.

He or she 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, he or she helps a student to carry out a self-analysis and to build an overall image of himself or herself, explore and clarify his or her situation and determine personal and professional goals, grasp the information received, understand, assume and overcome his or her personal and social problems.

He or she 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.

He or she provides information and advice to parents on the measures required to provide help and guidance to the student in defining and carrying out his or her educational and career objectives.

He or she contributes to the screening and identification of students experiencing difficulties, using an approach focusing on prevention and intervention; he or she works with a multidisciplinary team to draw up and review a student's individualized education plan by including his or her action plan in the plan, if necessary; he or she participates in defining intervention objectives and means; he or she works with other team members to ensure concerted and coordinated interventions and assess the achievement of objectives.

He or she advises management staff, prepares expertise, evaluation, briefing and progress reports and formulates appropriate recommendations to support decision making.

He or she acts as resource person for the guidance-oriented approach, he or she gives advice to school resources, provides them with documentation, suggests activities that enable them to identify variables contributing to the student's personal, academic and professional progress.

He or she plans, organizes and delivers academic and vocational information activities dealing with program requirements, professions and market trends; he or she coordinates and assumes the activities of the documentation centre related to his or her specialty, ensures the purchase and update of specialized reference materials and provides support to the students and staff using them.

He or she establishes and maintains relationships and collaboration with representatives of the labour market and of other organizations that could be involved in providing academic and vocational guidance to students.

He or she prepares and updates files according to the standards associated with the practice of the profession and the rules defined by the school board; he or she prepares progress notes or reports as well as end-of-process and follow-up reports on his or her interventions.

He or she collaborates with internal and external professionals from educational services and school teams.

QUALIFICATIONS

- Diploma in guidance counselling and be a member of the Ordre des conseillers et conseillères d'orientation du Québec;
- Language(s) of work: French and English;
- Able to travel on the Lower-North-Shore territory.

SALARY AND WORKING CONDITIONS

- Salary according to the collective agreement, between \$ 55 282 and \$ 97 963 per year;
- an isolation premium (\$10 066 or \$16 102);
- low-cost housing (furnished, heated);
- reimbursement for your moving expenses;
- Reimbursement of professional fees;
- three annual outings from your point of departure to your place of employment for you and your dependents.

BEGINNING OF EMPLOYMENT: As soon as possible.

CLOSING DATE: Until filled.

We invite you to send your application to the Human Resources Service at the following email address:

recrutement@cssdulittoral.gouv.qc.ca.

The centre de services scolaire du Littoral operates an equal employment opportunity program and invites woman, members of visible minorities, members of ethnic minorities, aboriginal people and persons with disabilities to apply.