

Posting #25-090CU

Counsellor Wellness Services Regular, Full-time

Purpose

Reporting to the Manager, Student Health and Wellness, with functional supervision from the Counselling Coordinator, the Counsellor provides counselling services for our students, ranging from personal counselling to crisis response, and student programming. The Counsellor also acts as an educator and facilitator by providing consultation and support to faculty and staff and by working to increase awareness of mental health issues within the University community. The counsellor is a vital part of an Interprofessional Team within Health and Wellness, focusing on student wellness and student success.

Responsibilities

The Counsellor is responsible for planning, developing, coordinating, and documenting effective counselling services. This encompassing assisting students in the management of intellectual, spiritual, cultural, and personal development, and includes setting goals and objectives for a variety of counselling services that are culturally and socially relevant. The Counsellor will also provide personal and emergency support to students. Service to students will also involve consultation with other members of the University and professionals in the larger community.

Duties include but are not limited to:

- Completing intake interviews to gather information, identify areas and issues of concern and assess risks;
- Conducting individual therapeutic counselling sessions in person, over the telephone or via video conferencing;
- Providing group counselling sessions;
- Developing and maintaining a current awareness of available resources to support, refer, and assist clients;
- Developing and delivering programs, presentations, workshops, web content and other educational materials to promote well-being initiatives for the University of Northern British Columbia (UNBC) community;
- Record keeping and file maintenance, in accordance with professional guidelines and standards and any applicable privacy legislation or regulations;
- Engaging with Counselling Coordinator on regular case management/review meetings;
- Being an active member of the Interprofessional Team with Student Health and Wellness Services;
- Serving on internal and external committees, working groups or task forces; and
- Planning and facilitating well-being initiatives to support student engagement and success events

Qualifications

The successful candidate will possess the following:

- A graduate degree in Educational Counselling, Social Work, Clinical Counselling or Clinical Psychology or equivalent;
- A minimum of three years of recently supervised counselling experience, preferably in a post-secondary counselling setting; and
- Valid registration with the professional governing body appropriate to their qualifications or as required by statute (e.g., Canadian Certified Counsellor, Registered Social Worker, Registered Clinical Counsellor).

An equivalent combination of education and experience will be considered.

The incumbent will be able to demonstrate:

- Superior interpersonal, oral and written communication skills;
- Experience and knowledge about specific development, mental health, and academic concerns of university students;
- The ability to problem solve complex issues and consistently exercise good judgment;
- A high level of tact, discretion, professionalism and confidentiality;
- The ability to work well within a team environment, as well as a diverse group of health care and education professionals;
- Research skills, as well as proficiency with Microsoft Office and MOIS;
- Organizational and time management with the ability to prioritize;
- Being adept at responding to a wide variety of needs intrinsic to a diverse population;
- Ability to thrive in an environment where challenge, teamwork and flexibility are pivotal to success;
- Ability to interact in a highly professional confidential manner; and
- Being adept at responding to a wide variety of needs intrinsic to a diverse student population.

Employment is conditional to the provision of a Criminal Record Check.

Salary

This position has been classified at a Grade 13. The annual salary range for this position is \$85,358.00 to \$88,870.60 and the normal starting salary will be \$85,358.00.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. For more details please see:

<http://www.unbc.ca/human-resources/employee-benefits>

<http://www.unbc.ca/human-resources/unbc-pension-plan>

Normal hours of work will be 8:30am – 4:30pm, Monday through Friday.

Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe,



and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at employee wellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Internal applicants from CUPE Local 3799 will be given priority consideration.



Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #25-090CU in the subject line to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Applications will be accepted until 4:30 PM on September 29, 2025.

