POSITION ANNOUNCEMENT

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>Counsellor II</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCATION</td>
<td>Oakes Field Campus, Nassau, The Bahamas</td>
</tr>
<tr>
<td>START DATE</td>
<td>August 1, 2015</td>
</tr>
<tr>
<td>TYPE OF VACANCY</td>
<td>Faculty</td>
</tr>
<tr>
<td>SCHOOL/DEPARTMENT</td>
<td>Counselling and Health Services Department</td>
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**SUMMARY**

Established in 1974, The College of The Bahamas is the national higher education institution of The Commonwealth of The Bahamas. With an enrolment of almost 5000 students, the College offers master, bachelor and associate degrees. The Counselling and Health Services Department is seeking a Counsellor.

**DUTIES AND RESPONSIBILITIES**

- Providing individual and group counselling to students seeking assistance with academic, career-vocational, or psycho-social concerns/problems.
- Developing and presenting developmental seminars and workshops.
- Preparing and maintaining case records, reports and statistics on clients and monitoring and evaluating counselling services.
- Providing crisis and short-term counselling interventions and consulting and/or referral to psychiatric and/or medical resources.
- Providing psychological assessments, interpretation, and planning appropriate intervention (eg. Learning disabilities, collaborating on design of individual education plan.)
- Providing consultation, resources, workshops and training programmes by applying special therapeutic skills and conducting support programmes.
- Liaising with Human Resources to conduct critical incident debriefing for traumatic events or other critical incidents.
- Research, scholarly and/or creative work within the member’s field that contributes to the expansion and application of knowledge and enhances counselling and learning;
- Dissemination of work through publishing in respected publications, presentation of scholarly papers and exhibitions; and on-going and major project development
- Prepare and submits summary reports and other required documents periodically as required.
- Participating in departmental projects and registration activities.
- Serving on departmental, School and college-wide committees.
- Providing supervision and training of students in the field
- Grant/proposal writing skills.

**QUALIFICATIONS**

- An earned master’s degree in counselling, clinical psychology or relevant area/discipline from an accredited institution and a minimum of five (5) years experience in a tertiary-level institution or field/clinical setting.
  OR
- An earned doctoral degree in counselling, clinical psychology or relevant area/discipline from an accredited institution and a minimum of one (1) year experience in a tertiary level institution or field/clinical setting.

**SALARY GRADE**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Salary Range</th>
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</thead>
<tbody>
<tr>
<td>TD</td>
<td>Doctoral Degree</td>
<td>$42,160 - $71,410</td>
</tr>
<tr>
<td>TM</td>
<td>Master’s Degree</td>
<td>$37,660 - $63,310</td>
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</table>

**APPLICATION DEADLINE**

March 23, 2015

**APPLICATION INFORMATION**

Applicants should send the following:
- A completed College of The Bahamas Application for Employment Form ([www.cob.edu.bs/hrprofile](http://www.cob.edu.bs/hrprofile));
- A letter of interest (highlighting work experience and accomplishments relevant to the position);
- An up-to-date curriculum vitae or resume;
- Evidence of research and scholarship;
- Unofficial transcripts (official transcripts needed for employment); and
- At least three confidential, professional references.

*Applications will NOT be considered without the complete package.*

**MAILING ADDRESS**

The College of The Bahamas
Human Resources Department
P. O. Box N-4912
Nassau, The Bahamas
Attention: Office of The Associate Vice President, Human Resources
OR
faculty.application@cob.edu.bs