



VACANCIES

St. John's College



Applications are invited to fill the following full-time positions at the **High School** division.

1) Counselor

Responsibilities:

- Develop and implement programs which emphasize preventive and developmental counselling.
- Guide and prepare peer helpers to assist in student outreach programs.
- Assist students to understand and deal with social, behavioural, and personal issues.
- Serve as a resource for faculty, staff, and parents regarding developmental needs and issues of the student population.
- Contribute to orientation activities for new students aimed at assisting in the successful transition to different educational levels.
- Conduct assessments and faculty consultations to identify the personal development and personal and social wellbeing needs of individual students and the wider student body.
- Work closely with Assistant Headmasters to identify career development needs of individual students and wider student population and to plan and implement responses to those needs.
- Assist the Assistant Headmasters to plan and deliver workshops for students on college selection and application processes.
- Liaise with Headmaster and parents as necessary to give input in student disciplinary matters.
- Conduct professional development sessions on developmental issues for faculty and staff.
- Maintain professional relationships with community mental health and referral sources.
- Maintain appropriate and confidential records of interactions, interventions, referrals, and decisions.

Qualifications/Requirements:

- A Bachelor's Degree in Psychology or related field.
- At least one year of experience in school counselling.
- License to teach in Belize.
- Experience with diverse ethnic and socioeconomic populations.
- Strong communication skills and ability to express self clearly in writing and orally.
- Strong conceptual skills.
- Ability to work collaboratively with a diverse range of people.
- Ability to prioritize multiple projects and meet simultaneous deadlines.
- Ability to maintain confidentiality.
- Knowledge of adolescent development.
- Familiarity with Belize psychosocial milieu.
- Knowledge and acceptance of standards of professional conduct for school counsellors.
- Ability to exercise sound judgment.
- Willingness to make necessary adaptations in situations where resources are not plentiful.
- Willingness to keep current with trends and issues in the field.
- Commitment to representing the College internally and externally in a manner consistent with the College's mission, values, and standards of professional conduct.

Remuneration: In accordance with the college's pay scale.

Successful applicants will be expected to participate in orientation programmes and in SJC's continuous formation in accordance with the mission and the goals of the college and the Catholic, Jesuit education.

Applications are due **Friday, 22nd December 2023**

Send or deliver completed application form along with cover letter, official sealed transcript, certified copy of highest degree, M.O.E. medical & drug test, police record, two recent references, certified copy of license to teach, certified copy of birth certificate or passport page, and certified copy of social security card to:

Human Resources
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