

## Counseling and Welfare Coordinator

### JOB DESCRIPTION - DUTIES AND RESPONSIBILITIES

*Title of Post:* Counselling and Welfare Co-ordinator

*Reports to:* Provost

**Responsible for:** the relational, psychological, emotional and physical development of both staff and students of the Regent-Ghana community; co-ordinating activities that promote holistic development of members of the community; interacting with students and staff to assist them in making relevant and informed decisions for their welfare; organising forums to educate members of the Regent-Ghana community on health, relational and other related matters.

**Job definition:** provides advisory oversight by offering guidance, care and counselling support to members of the university community; co-ordinates with the Chaplain in providing pastoral care to both staff and students of the university community.

**Main duties and responsibilities include, but not limited to the following:**

1. Supporting all students and staff by providing them with professional guidance, counselling and care in the learning/study situation
2. Developing strategies for enhancing good, responsible and healthy staff/staff, student/student, and staff/student interpersonal relations
3. Developing and maintaining activities that enhance the emotional, psychological and relational developments of all members of the university community
4. Liaising with external organisations and bodies on behalf of the university in matters that fall under his or her purview.
5. Providing pastoral counseling services to students dealing with questions of faith, grief and any range of issues or matters calling for support.
6. Organising forums to educate members of the university community on current issues that may be deemed necessary and helpful for the health of the university
7. Providing advisory support to management on student/student, staff/staff, and staff/student relations
8. Providing students/staff with career guidance and relational development and maintenance, especially in marital matters
9. Liaising with the Chaplain to provide advisory functions to members of the community through educational programmes, work-related and family-related counselling
10. Liaising with the Chaplain in organising and co-ordinating visitations to hospitals, bolster homes, orphanages, prisons, widow's home and old age home
11. Preparing relevant documents and statistical reports on all activities that fall under his or her purview for submission to the President, Provost and Wardens of the various societies
12. Liaising with student representatives in parliament on matters that concern students' life
13. Cultivating an investigative attitude that enables him or her provide the relevant and authentic support to clients
14. Creating an atmosphere of trust, confidentiality and confidence irrespective of the background of clients
15. Providing advisory support to staff and students in the upholding and maintenance of the core values, vision and mission of Regent-Ghana
16. Performing any other duties that may be assigned to him or her
17. Organising forums and seminars on relationships (singles, marriage, courtship, etc)
18. Organising seminars on personal hygiene, body care, dress code of the university and relationships (dating, courtship, marriage, etc)
19. Providing counselling for the grieving and hurt

20. Organising the giving of gifts, presents and awards to members of the Regent-Ghana community on special occasions
21. Providing support in managing the health bays of the university
22. Shall be a member of the Disciplinary Committee when necessary
23. Shall be a member of the Scholarship and Awards Committee
24. Undertake other duties as assigned