

ROYAL UNIVERSITY OF BHUTAN
PARO COLLEGE OF EDUCATION

POSITION PROFILE

1. JOB IDENTIFICATION

1.1 Position Title	: Assistant Counsellor
1.2 Position Level	: 08
1.3 Occupational Group	: Administrative and Technical
1.4 Mode of Employment	: Regular
1.5 Slot	: 1
1.6 College	: Paro College of Education

2. MAIN PURPOSE OF THE POSITION:

- The main purpose of the position is to support the holistic development of students by providing professional psychological counselling services that promote mental well-being, emotional resilience, and personal growth within a safe and inclusive campus environment.
- The counsellor will play a key role in enhancing students' academic success and life readiness by offering guidance on educational choices, career pathways, and decision-making skills.
- In collaboration with the college management, faculty members and student support service unit, the counsellor will contribute to building a supportive and empowering learning ecosystem that fosters holistic development and enables all students to thrive.

3. GENERAL ROLES AND RESPONSIBILITIES

- 3.1 Provide individual and group counselling to support students' emotional, psychological, academic, and career-related concerns.
- 3.2 Contribute to a safe, inclusive, and supportive learning environment by promoting student well-being and resilience.
- 3.3 Design and deliver mental health and wellness programs, including awareness campaigns and preventive strategies.
- 3.4 Uphold professional counselling standards, ethics, and confidentiality in all practices.
- 3.5 Assist students in identifying personal strengths, overcoming challenges, and setting meaningful life and academic goals.
- 3.6 Offer career guidance and support using appropriate career development theories and tools.
- 3.7 Provide support and guidance on interpersonal and relationship issues, helping students develop healthy communication and conflict resolution skills.
- 3.8 Collaborate with faculty, student service units, and families to ensure a holistic support system for students.
- 3.9 Participate in college events and initiatives to promote student engagement and well-being.
- 3.10 Create a safe, non-judgmental, and empathetic environment that fosters trust and open communication.
- 3.11 Actively seek supervision and ongoing professional development to ensure quality of counselling services.
- 3.12 Liaise with relevant organisations such as The PEMA Secretariat, RENEW, NCWC, RBP, and hospitals etc.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

- 4.1 Conduct workshops and training on topics such as mental health awareness, stress management, time management, conflict resolution, and resilience building.
- 4.2 Implement and evaluate preventive mental health programs, peer support systems, and mindfulness-awareness practices.
- 4.3 Provide crisis intervention services and refer students to external professional support when necessary.
- 4.4 Maintain accurate, up-to-date documentation related to counselling sessions, treatment plans, assessments, and referrals.
- 4.5 Apply basic assessment and screening tools as and when appropriate to evaluate mental health conditions and plan suitable interventions.
- 4.6 Offer counselling support for substance use and addictive behavior, identifying appropriate intervention strategies.
- 4.7 Use the values of the Four Foundations and the Four Immeasurable (compassion, loving-kindness, empathetic joy, and equanimity) as guiding principles in counselling.
- 4.8 Guide students in exploring career paths, preparing resumes, building job search skills, and planning further studies.
- 4.9 Inform parents or guardians, where appropriate, about student issues with sensitivity and in line with confidentiality policies.
- 4.10 Facilitate open discussions and relationship counselling to enhance interpersonal communication and empathy.
- 4.11 Conduct outreach and community education activities to reduce stigma around mental health and promote positive well-being.
- 4.12 Engage in research, reflection, and follow-up activities to evaluate counselling methods and improve practices.
- 4.13 Prepare periodic reports summarizing counselling activities, key concerns, student engagement, and outcomes to support planning and improvement.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

5.1 **Education:** Bachelor's/ Master's Degree in Counselling /PgDCCP

5.2 **Experience:** Priority shall be accorded to senior and experienced candidates.

5.3 Knowledge Skills and Abilities:

5.3.1 Knowledge

- 5.3.1.1 Deep understanding of psychological theories, mental health conditions, and counselling methodologies relevant to adolescents and young adults.
- 5.3.1.2 Familiarity with ethical standards, legal responsibilities, and confidentiality requirements in counselling practice.
- 5.3.1.3 Awareness of crisis intervention techniques and referral procedures for students requiring external support.
- 5.3.1.4 General understanding of career development theories and guidance principles.
- 5.3.1.5 Knowledge of inclusive practices and cultural sensitivity, especially in a diverse educational environment.
- 5.3.1.6 Competence in using assessment and screening tools to evaluate mental health and plan interventions
- 5.3.1.7 Familiarity with research methods and data analysis to assess counselling outcomes and improve services.

5.3.2 Skills

- 5.3.2.1 Strong verbal and written communication skills to engage students and present information effectively.
- 5.3.2.2 Empathetic listening, reflective questioning, and active counselling skills to build trust and promote open dialogue.
- 5.3.2.3 Critical thinking and analytical abilities to identify issues, evaluate options, and formulate appropriate interventions.
- 5.3.2.4 Ability to design and conduct workshops, training, and awareness programs on mental health and personal development.
- 5.3.2.5 Proficient in documenting counselling sessions and maintaining accurate, confidential digital records.
- 5.3.2.6 Organizational and time management skills to balance multiple cases and responsibilities efficiently.
- 5.3.2.7 Technological fluency to provide virtual counselling, manage digital tools, and maintain a high-tech workflow.
- 5.3.2.8 Conflict resolution, mediation, and crisis management skills for handling sensitive and urgent student matters.
- 5.3.2.9 Ability to work independently and collaboratively with faculty, staff, and external agencies.

5.3.3 Attitude

- 5.3.3.1 Demonstrates empathy, compassion, patience, and non-judgmental presence in all student interactions.
- 5.3.3.2 Upholds integrity, professionalism, and ethical conduct in all aspects of counselling work.
- 5.3.3.3 Shows cultural humility, openness to diversity, and respect for individual differences.
- 5.3.3.4 Maintains a student-centered and service-oriented approach, prioritizing student well-being and growth.
- 5.3.3.5 Committed to continuous learning, self-reflection, and professional development.
- 5.3.3.6 Demonstrates resilience, emotional stability, and a solution-focused mindset in challenging situations.
- 5.3.3.7 Actively promotes a positive, inclusive, and supportive learning environment within the college.
- 5.3.3.8 Displays a cooperative and respectful attitude towards supervisors, actively listening to directions and feedback for professional growth and improvement.