



## **HUMAN RESOURCE MANAGEMENT DIRECTORATE**

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

### **TURKS & CAICOS ISLANDS GOVERNMENT JOB VACANCY**

<b>JOB TITLE:</b>	<b>Guidance Counsellor</b>
<b>DEPARTMENT:</b>	<b>Education Department</b>
<b>MINISTRY:</b>	<b>Education, Youth, Sports and Culture</b>
<b>LOCATION:</b>	<b>Grand Turk, Providenciales and South Caicos (Helena Jones Robinson High School, A Louise Garland Thomas High School and Iris Stubbs Primary School)</b>

#### **JOB SUMMARY:**

This is a professional position which has unit level responsibility to help students overcome problems that impede learning and to assist them in making educational, occupational and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

#### **TASKS AND RESPONSIBILITIES:**

1. Register students new to the school and orient them to school procedures and the school's varied opportunities for learning
2. Aid students in course and subject selection
3. Work to resolve student's educational challenges
4. Work to discover and develop special abilities of students
5. Counsel with students on an individual or group basis in the resolution of personal problems related to attendance, home and family relations, health and emotional adjustment.
6. Work with students to achieve academic success by means of individual or group conferences concerning attendance, study skills, progress reports, grades, promotion, appropriate placement and high school graduation results
7. Work to prevent students from dropping out of school
8. Work closely with special programmes established by the Ministry of Education such as special education staffing and Individualised Education Programme (IEP) conferences.
9. Obtain and disseminate occupational information to students and to classes studying occupations.



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10. Help students evaluate career interests and choices and assist students in pre-employment efforts and placements on the job
11. Confer with parents on matters relating to student development
12. Conduct home visits as necessary and with due care to personal safety
13. Interpret the guidance programme to the community
14. Provide in-service training in guidance for teachers
15. Advise administrators and faculty on matters of student discipline
16. Maintain student records and protect their confidentiality
17. Select, administer and interpret standardised tests to assist students in making appropriate career choices.
18. Serve as a liaison and also make referrals to agencies outside the school such as Social Development, the courts, psychiatrists and psychologists
19. Adhere to all Public Service codes, rules and regulations
  1. Any other duty so assigned by the Principal.

### **QUALIFICATIONS AND EXPERIENCE**

A bachelor's degree in Guidance and Counselling is essential AND

A teacher's certificate or diploma (The certificate or diploma may be encompassed in the degree) and / or a Bachelor's Degree in Social Work or Psychology is desirable.

The position requires a minimum of three (3) years working in a school related field to be able to respond effectively to the challenges of the job.

### **SALARY: \$48,320.00 per annum plus allowances**

For persons recruited outside of the Turks & Caicos Islands a two-year extendable contract is offered. Other benefits in addition to basic salary include a Housing Allowance, End-of contract gratuity of 6%, return passages for a family of up to two children under the age of 18 years, freight cost and duty exemption on personal effects imported within six months of the appointment.

### **APPLICATION PROCEDURE:**

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates, a copy of the Passport photo page and Police Certificate/Record. Applications should be addressed to the Office of the Human Resource Directorate, Church Folly, Grand Turk.



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Successful applicants will work in accordance with the Public Service Ordinance.

**Current serving officers must apply through their Head of Department.**

**Applications without all supporting documents will not be processed.**

***We thank all applicants for their interest, however, only persons selected for an interview will be contacted.***

