



SOS-HERMANN GMEINER INTERNATIONAL COLLEGE - TEMA

VACANCY

INTRODUCTION

SOS-Hermann Gmeiner International College is a dynamic co-educational boarding school located in Tema, Ghana. We offer quality pre-university education for students from SOS children's villages across Africa as well as others from the host country, Ghana, and beyond. For more information about the college, please visit our website at www.soshgic.edu.gh.

JOB TITLE – ASSISTANT SCHOOL COUNSELOR

ROLE OVERVIEW

At SOS-HGIC, we understand that students may face various challenges, and addressing these issues is key to their growth. The School Counseling Department provides caring and supportive emotional guidance to students. The department is dedicated to helping students reach their personal and academic potential, nurturing well-rounded, emotionally competent individuals through professional, ethical, and high-quality counseling.

DUTIES AND RESPONSIBILITIES

The Assistant School Counselor will assist the School Counselor in:

1. Creating and maintaining a supportive school environment that fosters emotional well-being and personal development.
2. Providing individual counseling services for students with interpersonal relationship difficulties and other personal concerns.
3. Conducting group counseling sessions to address various social and personal issues among students.
4. Implementing orientation programmes for new students.
5. Supporting and monitoring the effectiveness of the College's Mentorship Programme.
6. Guiding students through the development of educational and career plans.
7. Consulting with teachers, staff, and parents regarding the developmental needs of students.
8. Coordinating and conducting activities that contribute to the effective operation of the counseling and Personal and Social Education (PSE) programs.
9. Planning and executing training programs and presentations related to the psychological and general well-being of staff and students.

COMPETENCIES

Technical:

1. Bachelor's degree in Psychology, Counseling or a related field.
2. Professional certification with an accredited body is essential.
3. A Master's degree in Psychology, Counseling or a related field is desirable.
4. 2-3 years' post-degree experience.

Personality:

1. Ability to assess students' emotional and psychological needs using appropriate tools and methods.
2. Excellent oral and written communication skills.
3. Strong sense of empathy to understand and relate to the emotional experiences of students.
4. Proactive in identifying and addressing potential issues before they escalate.
5. Ability to resolve conflicts and mediate disputes between students.
6. Ability to handle crises and provide immediate support to students in distress.

DIRECT REPORT

The Assistant School Counselor is line-managed by the School Counselor.

HOW TO APPLY

Please submit an application letter and a recent CV to applications@soshgic.edu.gh.

The subject should be titled, **Assistant School Counselor**.

DEADLINE

Application deadline is **Friday, 28th February 2025**. Only shortlisted candidates will be contacted.