



Job Description for Position: School Counsellor

Responsibilities:

- To provide counselling services for students to assist in their growth, academic, behavioural as well as their personal concerns.
- To consult and work with parents, teachers, coordinators and principal to address the students concern and to serve the developmental, emotional, and educational interests of the student.
- Build relationship with students, staff and families and ensuring confidentiality in all personal matters.
- To ensure that student records and cumulative folders are stored in a safe and confidential manner.
- To help students develop good study habits and provide courage and support in their academic.
- To assist and facilitate admissions, screening test and orientation process of new students.
- To assist in developing and enhancing the counselling processes.
- To undertake special assignments, ad-hoc functions and related duties as and when required.

Requirements

- Possess at least a Degree in Counselling / Psychology or any related qualifications.
- At least two (2) years of working experience, preferably in an education institution with involvement in counselling.
- Ability to interact with students, parents and staff.
- A strong interest to help others and the ability to inspire respect, trust and confidence.
- Ability to work independently and as part of a team.
- Able to start immediately
- Work Location : Puchong, Kajang

Interested applicants are invited to submit a comprehensive C.V, a recent passport-sized photo, contact details of 2 references, current and expected salary to: jobs@rafflesia.edu.my