



ROBERT COLLEGE

ISTANBUL, TURKEY

ROBERT COLLEGE is seeking RCSummer Program – Welfare Counselor

JOB SUMMARY:

Aims to collaborate with all RCS program colleagues and other stakeholders to provide counselling services to the students and parents supporting emotional, cognitive and social development of the participants. Reports to the RC Summer Program Director.

DUTIES AND RESPONSIBILITIES:

- Aims to collaborate with all RCS program colleagues to ensure psychological well-being of the participants.
- Collaborates with all colleagues upholding ethical communication guidelines and team work spirit.
- Responsible for meeting with the colour group mentors on a regular basis to assist development of a healthy and supportive participant - counsellor relationship and to track and document participant issues.
- Responsible for dealing with minor/major participant issues alone or in coordination with the Parent Liaisons and Office and Finance Manager and talk to the parents if necessary (e.g., for checking up on a participant, absence for a couple of days, adaptation).
- Expected to regularly remind and train staff members about participants with special needs, dietary restrictions/allergy management and other issues such as eating disorders, etc attached to emotional and cognitive issues during post-program meetings.
- Expected to regularly remind staff members about the possibility of one-on-one meetings to discuss any comments or concerns they might have in a private setting in regard to the program.
- Responsible for documenting and reporting all the participant and parent issues to the program Co-Coordiators.
- Responsible for sending emails or calling the parents for infirmary visits of the participants in coordination with the Parent Liaison.
- Responsible for undertaking any professional duties, reasonably delegated by the RCS Program Director and program coordinators.
- Responsible for collaborating with all colleagues upholding ethical communication guidelines and teamwork spirit.
- Responsible for running an information session on most common issues (adjustment problems, Hyperactivity, bullying, verbal and physical aggression, misuse of technology and lack of motivation) that children and adolescents

between 8 and 17 may experience effective ways to approach emotional and cognitive issues while they are at the camp. (During 1st and 2nd Counsellor Orientation.)

- Reviews the previous years' participant emotional and cognitive issues, and special notes from the parents in the registration forms and come up with case studies to present counsellors during the counsellor orientation.
- Adheres to the confidentiality policy and guidelines of MEB in all actions including report preparation.

QUALIFICATIONS:

- University degree in Guidance Counseling
- Minimum 2 years of experience (preferably with students ages 8 to 14)
- Fluent written and spoken English
- Superior interpersonal, communication, writing and organization skills
- Demonstrated professional and personal integrity
- Ability to set professional boundaries collaborating with constituents within these boundaries
- Good problem-solving skills
- Excellent organizational skills with particular ability to focus and prioritize work
- Ability to handle sensitive and confidential matters with appropriate discretion
- Strong knowledge of MS Office Programs
- Willingness & ability to work a flexible work schedule, including occasional events & select weekends

Please send a short letter articulating your interest and qualifications, a CV, and contact information (preferably e-mail addresses) for a minimum of three professional recommendations to rchr@robcol.k12.tr by **March 31, 2023**.

**Aligned with international child protection standards, Robert College is committed to the safeguarding of children: its recruitment process includes a rigorous child protection element and detailed background checks.*