



# CAREERS IN COUNSELLING

**Panel: Tuesday, February 1, 2005  
UTM Student Centre Boardroom**

## **Panelists:**

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UTM Career Centre
  
- ❖ **Caroline Campbell** B.Soc.Sc. (Hons.), Probation & Parole Officer  
Burlington Probation and Parole Services,  
Ministry of Community Safety & Correctional Services
  
- ❖ **Deborah Mandell** M.Ed., Residence Counsellor  
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- ❖ **Regan Klatt** M.Sc., Genetic Counsellor  
The Hospital for Sick Children, Division of Clinical and Metabolic Genetics

**Sponsored by the UTM Career Centre**  
**Prepared by Ramya Uthayakumar (Career Assistant)**  
**Co-sponsored by Psychology Association of Undergraduate Students of Erindale (PAUSE)**  
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**NOTE:** The following package is *condensed* from various resources listed throughout this package. It should not be considered comprehensive or exhaustive.

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## **WHAT IS COUNSELLING?**

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Almost everyone has a vague understanding of what counselling is, since it has become a popular term in today's culture to describe two things: a) a process including a wide range of formal and informal activities, and b) the helping profession of counsellors. Formal counselling, which is the focus of this information package, can be defined as intervention by a trained counsellor, in the form of assessment, guidance, education, and support in order to assist clients in coping with various life situations. This process is geared towards change in cognitive, affective, behavioural, and contextual experiences that interfere with healthy development and functioning of a person. While it does *not* tell someone what to do, it certainly offers different perspectives and new strategies to deal with situations, and the client takes an active role in the process.

Intervention can range from short-term counselling to long-term therapy, be performed on a one-on-one basis or group setting, over the phone or through face to face contact, and focus on personal or other type of issues, depending on the client group and circumstances. Clients are individuals or groups of all ages and from a wide range of backgrounds, who are in need of professional assistance. They might experience personal problems (such as anxiety, anger, grief, crisis, illness, depression, addictions, eating disorders, relationship conflicts etc.) or be concerned about an event of their daily life (such as employment transition, career management, educational planning, financial budgeting etc.), just to mention a few. This shows how broad the counselling field is.

## WHAT SKILLS AND QUALITIES ARE ESSENTIAL IN COUNSELLING CAREERS?

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As counsellors are dealing directly with people, their work involves matters of sensitive and confidential nature. Therefore they need to exhibit certain skills and qualities to perform well in this profession:

**Communication** (verbal & written)  
Interview clients, listening actively, ask relevant questions, speak clearly and concisely, read and write reports

**Interpersonal**  
Assist, advise, teach, guide client through process of evaluating situation and taking action

**Problem Solving & Creativity**  
Observe and analyze situation from different perspectives, evaluate and interpret client's responses to show options for solution, action and consequences

**Knowledge of Subject Matter**  
Apply appropriate counselling methods relevant to client's need

**Organizational**  
Plan, develop, schedule, and administer counselling programs

**Objectivity**  
Assess situation from different perspectives free from personal values, interests, beliefs, or judgment

**Emotional Maturity**  
Ability to handle difficult situations and distance oneself from client's problems or emotions

**Awareness of Diversity**  
Be sensitive to differences in age, culture, ethnicity, gender, sexual orientation, socio-economic class etc.

**Confidentiality**  
Ensure that client's personal information is kept confidential

**Respect, Patience, Responsibility, Empathy, Willingness to help**  
are important in dealing with clients

## WHAT TYPES OF CAREERS EXIST WITHIN COUNSELLING

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Counselling is shared among many occupational groups. Some perform formal counselling (e.g. psychologists, social workers); others do informal counselling (e.g. financial advisors). This information package focuses on those occupations and professions involved in formal counselling. The term *Counsellor* in Canada is not regulated by government legislation through licensure (except for the Province of Quebec). However, certain professional associations certify only candidates who have a particular level of training and adhere to their ethical framework.

Counsellors work in all types of work settings (government, education community, health, business, private practice) depending on their client group, area of specialization, education, and experience. Since salary expectations, employment outlook, and educational requirements vary, students are encouraged to do their own research. The following two charts give a brief overview of some areas of specialization within counselling, as well as counselling professions and related occupations.

## CHART 1: EXAMPLES OF TYPES OF COUNSELLING

(\*More information can be obtained from Career Cruising available in the UTM Career Centre)

	<b>Who are their clients?</b>	<b>What are their duties?</b>	<b>Where do they work?</b>	<b>Specific Knowledge, Certification, Associations</b>
<b>* Addictions Counselling</b>	Clients affected by and suffering from addictions to substances such as alcohol and drugs, or gambling	Identify addictions; support and encourage recovery; develop treatment plans (often use 12-step plan focusing on self-image); prepare written reports on progress; educate community about prevention programs	Residential treatment centres, detoxification centres, group homes, over-night shelters, out-patient centres, schools or community-based agencies, social service agencies, government agencies, family therapy centres, health care/rehabilitation facilities, hospitals or private practice	Through Canadian Addictions Counsellors Certification Board: International Certified Alcohol and Drug Counsellor (ICADC)
<b>* Career Counselling</b>	Clients in need of career planning resources; people looking for work, being in transition from school to work, or between jobs within an organization, dealing with job dissatisfaction or personal problems influencing work performance	Obtain educational/ employment history to help client set reasonable career goals; apply interest, aptitude, skills testing; educate on career management, job search strategies, interview/resume skills and related resources with information on various occupations; facilitate workshops	Government agencies, private employment service agencies, schools, colleges, universities, community-based agencies, human resources departments, EAP (Employee Assistance Program), career management organizations, or in own consulting firm	Career development theories; continually updating knowledge of labour market information, economic climate, requirements and qualifications for different occupations; Association: Canadian Counselling Association, Canadian University and College Counselling Association;
<b>* Family and Marriage Counselling</b>	Clients with interpersonal conflicts within families (marriage dissatisfaction, parenting problems, adjustment to life changes such as divorce, career transition, illness, death etc.)	Assess family situation, recommend and conduct therapy program to develop effective and satisfactory relationships; sometimes referral to other programs to treat individual problem of one member that results in family conflict (e.g. addictions, anger)	Government agencies, social service agencies, community-based organizations, or private practice	Clinical membership in American Association for Marriage and Family Therapy (AAMFT) required to be a Registered Marriage and Family Therapist
<b>* Genetic Counselling</b>	Clients with serious disorders or illness in family history who want to estimate risk for descendants (especially couples pre-natal or during pregnancy)	Analyze clues from family history of sickness; perform genetic testing; provide medical information about genetic disorders; identify risks and show options; research and teaching	Major medical centres, hospitals, research oriented special clinics, universities	Through Canadian Association of Genetic Counsellors (CAGC) or through American Board of Genetic Counseling (ABGC) to become a Certified Genetic Counsellor

**EXAMPLES OF TYPES OF COUNSELLING (continued)**

	<b>Who are their clients?</b>	<b>What are their duties?</b>	<b>Where do they work?</b>	<b>Specific Knowledge, Certification, Associations</b>
<b>* Guidance/ School Counselling</b>	Students making educational, personal, and career-related decision	Interview students, apply assessment tests to identify interest and abilities; schedule courses; help students in course/program selection, career planning, coping with personal problems; hold workshops; consult with teachers, parents, and others to co-ordinate counselling	School boards, elementary schools, high schools	Provincial Teaching Certification required; Additional Qualification courses: Guidance Specialist Certificate (e.g. through Ontario College of Teachers)  Associations: Ontario School Counsellors' Association; Canadian Counselling Association,
<b>* Rehabilitation Counselling</b>	Clients with disabilities or injuries in need of becoming more independent in daily life routines and as participating members of the community	Assess physical, emotional, mental obstacles the client faces, work with other therapists to design rehabilitation programs to overcome these, monitor and keep record of progress	Health care/rehabilitation facilities, insurance companies, worker compensation boards, unions, or private practice	Knowledge of health care system, economics, government regulation; Registered Rehabilitation Professional (RRP) or Canadian Certified Rehabilitation Counsellor (CCRC) designations

**Bereavement Counsellors:** work with clients who have to cope with grief related to death (either following death of a loved one or terminally ill people who will die in close future) to develop strategies to cope and grieve in a healthy way; they work in hospices, group homes, health care/rehabilitation facilities, hospitals, funeral homes, or private practice

**Crisis Counsellors:** help people in sudden crisis, distress, with suicidal intentions, victims of crime, tragedy; most interventions are short-term and sometimes performed anonymously by telephone; they work in hospitals, distress lines, rape-crisis centres, police departments

**Pastoral Counsellors:** provide personal counselling within a religious and spiritual dimension

**Residential Counsellors:** work with clients within residential facilities, group homes, or supported-living situations to promote a healthy living (some clients with moderate to severe physical or mental handicap, battered women, pregnant teens, homeless people, or patients in alcohol/drug facilities)

**Settlement Counsellors:** helps immigrants adapt to new environment by providing access to housing, jobs and services, sometimes in linguistic and cultural appropriate manner; they work in community service agencies or government

**AND MANY MORE!**

**CHART 2: EXAMPLES OF COUNSELLING PROFESSIONS AND RELATED OCCUPATIONS**

<b>Counselling Professions</b>	<b>Description</b>	<b>Educational Requirement/ Special Credentials</b>
<b>Psychologist (Clinical/ Counselling) *NOC 4151</b>	Assess, diagnose and treat psychological, emotional and behavioural disorders; research and apply theories related to human behaviour and mental processes	To be a Registered Psychologist in Ontario, a PhD in Psychology after completion of a bachelor's and master's degree in Psychology is needed as well as registration with the College of Psychologists of Ontario
<b>Social Worker *NOC 4152</b>	Assist individuals, families, groups, communities and organizations develop the skills and resources they need to enhance their social functioning and social environments; involved in research & development of policies	The minimum requirement is a Bachelor of Social Work degree (BSW); most agencies prefer candidates with a Masters of Social Work (MSW), which is required for senior positions and therapy; in Canada Social Work is regulated by individual provinces and their regulatory bodies to recognize Registered Social Worker (RSW)
<b>Related Occupations</b>	<b>Description</b>	<b>Educational Requirement/ Special Credentials</b>
<b>*Mediator</b>	Assist people involved in disputes to find mutually acceptable resolutions to their conflicts (in business contracts, workplace, family matters that are initially not brought to court)	Post-secondary education (at least bachelors level) and work experience in related field; many mediators are professional lawyers, psychologists, HR or labour relations specialists; Practice of mediation in Canada is not formally regulated, although courses are available
<b>Occupational Therapist *NOC 3143</b>	Help people with physical, mental, emotional problems arising from development or injuries to lead an independent, productive daily life (household, adjust to workplace, use special equipment); they work in facilities, own practice or client's home or workplace	Currently occupational therapy programs are offered at bachelor's and master's level; by 2010 only master's degrees will be offered; Licensing through the Canadian Association of Occupational Therapy is required after this
<b>*Child and Youth Worker</b>	Work with troubled children and adolescents through counselling and organization of social activities; they work in shelters, drop-in centres, group homes, children's aid, hospitals, or public schools	Minimum requirement is a college diploma in child and youth care (sometimes previous experience can substitute this); for supervisory positions and professional social service careers further education at bachelor's and master's level is required
<b>Probation &amp; Parole Officer *NOC 4155</b>	Supervise offenders (juvenile or adults, on probation or parole) while integrating them into the community; they work inside offices and travel to meet the client to monitor their progress and keep record of it; most work for the government correctional services	Minimum is a bachelor's degree, preferably in a related area of human services; some provinces prefer master's degrees; sometimes a combination of equivalent level of training and experience is accepted as requirement

*(\*More information can be obtained from Career Cruising available in the UTM Career Centre)*

**Child Life Specialists  
Gerontologists  
Aboriginal Liaison  
Victim Advocate**

**Religious Worker  
Mental Health Worker  
Arbitrator  
Behavioural Analyst**

**Community Service Worker  
Nurse  
Arts Therapist  
Recreation Therapist**

*(Source: [http://burwellcareerconsulting.com/resource\\_centre/rcentre\\_social.html](http://burwellcareerconsulting.com/resource_centre/rcentre_social.html))*

**AND MANY MORE!**

## WHERE CAN STUDENTS GET MORE INFORMATION ON THESE CAREERS?

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UTM CAREER CENTRE RESOURCES & SERVICES

Room 3094 SB Tel.: (905) 828-5451  
Mon, Wed, Thu, Fri 10am - 4pm  
Extended hours on Tuesdays 10am-7pm

### ❖ *ELECTRONIC RESOURCES*

**Career Centre Website** <http://www.utm.utoronto.ca/careers>

Visit this site often to get up to date information on the services that are available through us. The links in the "Career Info" and "Further Education" sections will offer useful tools in your career exploration process.

**\*Career Cruising:** Come to the Career Centre and ask a Career Assistant to log you into this program on one of our computers. It is an interactive electronic Canadian career guide to explore different occupations and learn more about duties, work conditions, educational programs, salary ranges, and much more. It also includes interviews of two people in the field. *The occupations with an \* in the charts above can be found in this program.*

### ❖ *PRINT RESOURCES*

**NOC Binders:** The binders in the Career Resource library are organized by National Occupational Classification (NOC) codes and are another source for information on occupations. Counselling Careers can be found under NOC415, where there are currently two binders specifically on counselling. But check also neighbouring binders within the red area, since they are related to the field of Social Science (e.g. Social Work, Psychology).

**Alumni Binder:** Looking at profiles of Alumni, where they have been as a student and what they have accomplished now, can give you a sense of what concrete paths people have taken in the past to enter your field of counselling. Examples of profiles include following occupations: Clinical Social Worker; Educational Counsellor; Counselling Intern (Addictions); President, Resume & Career Counselling Service; Career Counsellor; Probation & Parole Officer; and Coordinator, Family Care Officer.

**Networking Binder:** Talking to professionals in the field can give a lot of insider information. The Networking Binder makes it even easier by having a list of people, who are willing to share their knowledge with you during an information interview. Current contacts exist for the following occupations: Psychologist; Child & Adolescent Psychotherapist; Director, Genetic Counselling; Probation & Parole Officer.

**Information Interviewing Tip Sheet:** Pick-up a copy of this handout with suggestions on how to effectively conduct an information interview. It includes questions you can ask people who work in your field of interest.

**Books:** Our library holds a large collection of books on various career topics, ranging from interest self-assessment to "What Can I do with my degree/major in...?" questions. Robert J. Steinberg's "Career Paths in Psychology" (p. 93 onwards) includes a specific section on careers with graduate studies in Counselling Psychology (but it is a US resource).

### ❖ *SERVICES AND EVENTS*

**Career Assistants:** Looking for more resources? Our Career Assistants are there to listen to your needs and assist you in the search for print and electronic resources as well as other services available to you. Drop by during our regular office hours.

**Career Counsellors and Job Coach:** Unsure about your career direction? Book an individual appointment with a Career Counsellor to learn more about career planning or meet with our professional Job Coach for help with your job search.

**UTM Alumni Mentorship:** For students in their third or fourth year, this is a great way to seek guidance and information from a former UTM student, who is now working within your field of interest. The application process usually takes place in September. Indicate the type of occupation or counselling specialization of interest to you on the application and we will try to find a Mentor. This year for example, a Registered Marriage and Family Counsellor participated.

**Extern Program:** This is a career exploration program and includes a 1-5 day voluntary placement in February and/or May to investigate an area of interest to you. Because of confidentiality issues, especially in counselling, you might not always be permitted to directly sit in a client session. Have a look at the green and black *Extern Binders* to see where students have been placed in the past. Examples include the following occupations: Guidance Counsellor; Social Worker; Family Services Social Worker; Child Psychologist; Addictions Counsellor (Psychologist); Hospital Chaplain (Bereavement Counselling); Director (Centre Serving Mentally Challenged Individuals); Occupational Therapist.

#### ❖ NETWORKING

Talk to people you know: your family, friends, professors, TA's, co-workers, former employers, volunteer co-ordinators etc. about your interest. They might come up with someone who is working within your field of interest, who might be available for an information interview to share insider knowledge with you. You can use the Information Interviewing Tip Sheet available in the Career Centre for tips and suggestions on what questions to ask.

#### ❖ INTERNET LINKS

##### General Career Information (Occupational Profiles, Associations)

UTM Career Centre with links to many career information websites:  
<http://www.utm.utoronto.ca/careers/weblinks.html>

University of Manitoba Career Centre on Counselling Careers:  
<http://www.umanitoba.ca/student/counselling/spotlights/counselling.html>

Campus Alberta on Career paths in Counselling:  
<http://www.abccounselled.net/CAhomepage/choosing/careers.html>

Canadian Counselling Association: <http://www.ccacc.ca>

Canadian University and College Counselling Association (CUCCA):  
<http://www.cacuss.ca/en-t/13-cucca/index.lasso>

Ontario Association of Consultants, Counsellors, Psychometrists and Psychiatrists:  
<http://oaccpp.ca/>

Counselling Resource: <http://counsellingresource.com>

## **Addictions**

Canadian Addictions Counsellors Certification Board: <http://www.caccb.ca>

Canadian Problem Gambling Certification Board: <http://www.cpgcb.ca>

Canadian Centre on Substance Abuse: <http://www.ccsa.ca>

Centre for Addiction and Mental Health: <http://www.camh.net>

## **Bereavement**

Association for Death Education and Counseling: <http://www.adec.org> (US info!)

## **Career**

Canadian Association of Career Educators and Employers: <http://www.cacee.com>

Canadian Career Development Foundation: [http://ccdf.ca/home\\_e.html](http://ccdf.ca/home_e.html)

Contact Point: <http://www.contactpoint.ca/>

## **Crisis**

Distress Centre Peel: <http://www.distresscentrepeel.com>

Victim Services of Peel: <http://www.vspeel.org>

## **Family and Marriage**

Ontario Association for Marriage and Family Therapy: <http://www.oamft.on.ca>

Registry of Marriage and Family Therapist in Canada:

<http://www.marriageandfamily.ca>

American Association for Marriage and Family Therapy:

[http://www.aamft.org/index\\_nm.asp](http://www.aamft.org/index_nm.asp)

## **Genetic**

Canadian Association of Genetic Counsellors: <http://www.cagc-accg.ca>

American Board of Genetic Counseling: <http://www.abgc.net>

National Society of Genetic Counselors (US) <http://www.nsgc.org>

Mount Sinai Hospital: <http://www.mountsinai.on.ca/pdmg/Tests/gencounsel.htm>

## **Guidance/School**

Ontario School Counsellors Association: <http://www.osca.ca>

Ontario College of Teachers: <http://www.oct.ca/>

## **Pastoral**

Canadian Association for Pastoral Practice and Education: <http://www.cappe.org>

American Association of Pastoral Counsellors: <http://www.aapc.org>

## **Rehabilitation**

Canadian Association of Rehabilitation Professionals: <http://www.carpnational.org>

Canadian Council on Rehabilitation and Work: <http://www.ccrw.org>

Commission on Rehabilitation Counselor Certificate: <http://www.crc certification.com>

## **Settlement**

Kitchener-Waterloo Multicultural Centre:

<http://www.kwmc.on.ca/html/settlement.html>

Settlement.Org: <http://atwork.settlement.org/ATWORK/CCM/sc.asp>

## **Psychologist**

Ontario Psychological Association: <http://www.psych.on.ca>

College of Psychologists of Ontario: <http://www.cpo.on.ca>

Canadian Psychological Association: <http://www.cpa.ca>

American Psychological Association: <http://www.apa.org>

## **Social Work**

Ontario Association of Social Workers: <http://www.oasw.org>

Ontario College of Social Workers: <http://www.ocswssw.org>

## **Occupational Therapy**

Canadian Association of Occupational Therapist: <http://www.caot.ca>

OT Works: <http://www.otworks.com>

## **Probation and Parole:**

Correctional Services of Canada: <http://www.csc-scc.gc.ca>

Probation Officers Association of Ontario: <http://www.poao.org>

## **WHERE ARE RELATED PROGRAMS OFFERED FOR FURTHER EDUCATION BEYOND THE BACHELOR'S LEVEL?**

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There is not one defined route to become a Counsellor. The educational requirements for a career in Counselling depend on the type of counselling, client group, work setting, and region one wants to work in. Most employers prefer to hire candidates with post-secondary education. For Accreditation through Professional Associations, a combination of post-secondary education at the Master's level, supervised hours of practice and experience in direct counselling is essential.

Association of Universities and Colleges of Canada <http://www.aucc.ca>  
(includes a database to search programs in counselling at graduate, undergraduate, and college level)

Post-Graduate Programs at Ontario Colleges (check SOC 400's for Counselling)  
<http://www.scar.utoronto.ca/~career/postdiploma.htm>

The following list includes sample programs offered in Ontario for education after a bachelor's degree:

### **General Counselling Skills**

*Conestoga College, Applied Counselling, Post-Graduate Certificate*

*George Brown College, Advanced Counselling Skills, Post-Graduate Certificate*

### **Addictions**

*Durham College, Addictions Counselling, Post-Diploma/Certificate*

*University of Toronto, Addictions Studies, Doctor and Master's level*

### **Bereavement**

*Mohawk College, Bereavement Counselling, Post-Diploma/Certificate*

### **Career**

*George Brown College, Career and Work Counsellor, Post-Diploma*

*-also Employment Counselling with Immigrants and Refugees, Certificate*

*Conestoga College, Career Development Practitioner, Post-Graduate Certificate*

**Crisis**

*Humber College, Crisis Intervention, Post-Graduate Certificate*

**Family and Marriage**

*McMaster University, Family Mediation, Post-Graduate Certificate*

*University of Guelph, Couple and Family Therapy, Master's level (AAMFT approved)*

**Genetic**

*University of Toronto, Genetic Counselling, Master's level (only one in Ontario!)*

**Guidance/School**

*University of Ottawa, Educational Counselling, Master's level*

*OISE/UT, Guidance and Counselling, Master's level*

**Pastoral**

*University of Toronto, Trinity College, Pastoral Counselling, Master's level*

*Canada Christian College, Christian Counselling, all levels*

**Rehabilitation**

*Seneca College, Rehabilitation Services, Post-Graduate Certificate*

**Psychology**

\*For Graduate Psychology Departments across Canada:

<http://www.cpa.ca/graduate/grad1.html>

**Counselling Psychology**

*OISE/UT, Counselling Psychology, Master's and Doctoral level*

*University of Western Ontario, Counselling Psychology, Master's level*

**Social Work**

*University of Toronto (St. George), Master's and Doctoral level*

*York University, Master's level*

*Carleton University, Master's level*

*Lakehead University, Master's level*

*McMaster University, Master's level*

*University of Western Ontario, Master's level*

*Wilfrid Laurier, Master's and Doctoral level*

*University of Windsor, Master's level*

**HOW CAN STUDENTS BUILD RELEVANT EXPERIENCE?**

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Experience is key in counselling careers. Gaining direct counselling experience as a student might be easier in certain settings (e.g. Crisis Line Counsellor), but difficult in others (e.g. Genetic Counselling). But it is a good idea to acquire *relevant* experience, for instance in dealing effectively with people by building and improving interpersonal, communication, problem solving, and other essential skills through a volunteer, part-time, summer job, or internship. By getting involved in an organization that provides services to the client group you want to work with later on, you can explore the area of specialization within counselling or the work setting that you are interested in. The training provided by organizations for these positions often provides you with relevant skills for counselling roles (e.g. Crisis Line, Distress Centre, Rape Crisis Centre, Residence Dons).

For example:

- a) You want to become a Career Counsellor in a university setting and want to gain relevant experience. One way to do this is working as a Career Assistant in the UTM Career Centre, as you will deal with university students in their career development process, and the type of client group you will be working with later on. The training provides you with specific skills in active listening, dealing with students' career questions etc.
- b) You are thinking of becoming a Social Worker, possibly with a focus on Family and Marriage Counselling. To gain relevant experience you could volunteer for a community organization that provides services to families with relationship problems, for example be a Mentor for assaulted women with Victim Services of Peel. Their training is extensive and covers practical topics (e.g. active listening) to theoretical background on the Domestic Violence.

Below are some suggestions on how to get these positions:

### **NETWORKING**

Use your network of people and let them know about your career interests and goals. Mention that you are looking for a volunteer, part-time or summer job. Even if they do not have a position to offer, they can refer you to someone who might. But be specific in terms of what type of position you are looking for and know what you have to offer!

### **OTHER UTM CAREER CENTRE RESOURCES AND SERVICES**

**Workshops:** The Career Centre offers tailored workshops on the follow topics: *Finding Part-time Work; Summer Job Search; Resume and Cover Letter; Effective Interviews; Now That I'm Graduating, What's Next?; Explore Career Options In...* Please check the *News & Events section of our homepage* for dates, times and details. You can sign-up electronically.

**Fairs:** The Career Centre holds special fairs in the Student Centre, where you can meet representatives from various organizations and learn about opportunities they offer; a great opportunity for networking! For more information, see the links below:

**Volunteer Fair:** <http://www.utm.utoronto.ca/careers/volfair.html>

Some relevant off-campus organizations: Distress Centre Peel, Sexual Assault/Rape Crisis Centre Peel, Victim Services of Peel – all for Crisis Response Line Counsellors; Erinoak - for therapeutic help for children with disability; Big Brothers/Big Sisters of Peel - mentor a boy/girl; Peel HIV AIDS Network - Bereavement/Grief Counselling; Supportive Housing Peel - Residential counselling, VON Peel - Volunteer visiting.

**Professional Schools Fair:** <http://www.utm.utoronto.ca/careers/prof2004.html>

**Summer Job Fair:** <http://www.utm.utoronto.ca/careers/summerjobfair2005.html>

**Career Expo:** <http://www.utm.utoronto.ca/careers/expo2004.html>

**Internship Fair:** <http://www.utm.utoronto.ca/careers/intfair2005.html>

**Directories:** The Canada Student Employment Guide 2004, with its index of companies that offer part-time, summer job, and internships (p.488 and following), can be very helpful. It also includes an index by industry, which you could use to identify the type of work setting you want to explore. For an example on how to effectively use directories for Counselling related jobs, please see the last section of this package on *Finding Work*.

**Job Postings:** If you have created an account with the Career Centre Online, you will have access to current volunteer, part-time, summer job, or internship postings. Full-time postings are also available to those in their graduating year and for up to two years after convocation. It can be also helpful to look at de-listings (which are outdated postings), to research the type of positions or organizations that have suitable openings. De-listings are only available through computers in the Career Centre.

## **VOLUNTEERING**

**Volunteer Binder:** Come to the Career Centre and look through this binder, which has a collection of pamphlets and brochures of various on-campus as well as off-campus organizations that are looking for volunteers.

### ***Sample Volunteer Postings from the Career Centre)***

Job Order Number: 2005.VL.0526  
Position Title: Crisis Line Counsellor  
Organization: Sexual Assault, Rape Crisis Centre of Peel  
Description: Female volunteer for 24h phone crisis support to victims of sexual assault or rape crime

Job Order Number: 2005.VL.0521  
Position Title: Life Enhancement Assistant  
Organization: Kensington Gardens  
Description: Assist in implementation of recreation programs to residents of long-term care facility in small group or on one-to-one setting

Job Order Number: 2004.VL.0517 (de-listed)  
Position Title: Budget Counsellor  
Organization: Coping In Tough Times  
Description: Assist clients in need of financial guidance

### ***On-Campus Volunteer Opportunities:***

Contact following on-campus organizations directly to find out about the hiring process, application methods, deadlines, and skills and qualifications expected.

- ◇ SEC: Peer Counsellors to inform students on aspects of human sexuality
- ◇ AccessAbility: 140 Volunteers to assist students with disabilities with special needs at University
- ◇ Community on Campus: 30-60 Volunteers to support individuals with intellectual disabilities during activities on campus
- ◇ Academic Skills Centre: 50-60 Academic Peer Mentors to assist students in introductory courses (e.g. in SOC101) to improve learning strategies
- ◇ SAC: Volunteers to help with food bank/clothing

## **PART-TIME JOBS**

### ***Sample Part-time Postings from the Career Centre***

Job Order Number: 2003.PT.0717 (de-listed)  
Position Title: Special Needs Worker  
Organization: Erinoak  
Description: Assist children with special needs in their development

Job Order Number: 2002.PT.2531 (de-listed)  
Position Title: Education Counsellor  
Organization: Hanson International Academy  
Description: Assist high-school students with university applications

### ***On-Campus Part-time Work Opportunities:***

Some of these are posted either as part-time jobs or Work-Study positions through the Career Centre listings. But you can also contact following potential on-campus employers directly to find out about the hiring process, application methods, deadlines, and skills and qualifications expected from applicants.

- ◇ Career Centre: 5-6 Career Assistants to help student finding relevant career related resources and services
- ◇ Residence: Residence Don, Community Assistants to support peers living in residence
- ◇ AccessAbility: 25 Invigilators to supervise exams for students with special needs
- ◇ Registrar's Office: Inquiries Assistants to respond to students' academic questions

### **SUMMER JOBS**

#### ***Sample Summer Postings from the Career Centre***

Job Order Number: 2005.SE.0198 (de-listed)  
Position Title: Camp Counsellor  
Organization: International Language Studies  
Description: Supervise children during summer camp activities and provide language instructions

Job Order Number: 2002.SE.0232 (de-listed)  
Position Title: Summer Job Positions (Job Developer, Resource Coordinator)  
Organization: The Canadian Hearing Society  
Description: Various duties to enhance employment opportunities and other resources for hearing impaired people

### **INTERNSHIPS**

***Online Internship Database - via your Career Centre Account:*** Log into your Career Centre Online account to view current Canadian and International internship postings. Select the *Search Internship* option under *Employment* on the left sidebar.

***Internship Binder:*** There are two separate binders with current and de-listed internship postings: one with Canadian, the other with US and international organizations.

#### ***Sample Internship Postings from the Career Centre***

Internship name: Elementary School Internship  
Organization name: Bennington Heights Foundation  
Location: Toronto  
Description: Class-room and educational assistance in elementary school  
Requirement: Recent Graduate, Canadian Citizen/Landed Immigrant, between 19-30

Internship name: Help the Aged Internships  
Organization name: Help the Aged (Canada)  
Location: Dominica, Belize, Ghana  
Description: Gerontology/Social Work: develop project of use for local long-term care  
Requirement: Bachelor's or Master's degree, any discipline, Arts, Science, Education, English, Physical Education

## **FINDING WORK AFTER GRADUATION: PRO-ACTIVE AND PASSIVE METHODS**

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While approximately 20% of all jobs available at any given time are advertised in some way, the majority of 80% are not posted and remain invisible to the general public. It is therefore essential to use multiple job search strategies by allocating more time on getting into the hidden job market through pro-active search strategies, while still spending some time on passive methods.

### **❖ PRO-ACTIVE METHODS**

To get into the hidden job market, more initiative on your part is required, since there is not a clear job posting or resource to start with. But it definitely gives those who remain persistent and motivated a competitive edge against all those who are competing for the same 20% of posted positions. This method also has the advantage of finding jobs more tailored to your goals. To learn more about pro-active methods, use some of these Career Centre resources and services available to you:

**NEW - "Work It!"/Job Coach:** Starting this year, our new professional Job Coach will offer assistance to those who have decided on a certain type of job in organizing their search strategies and marketing tools during a series of workshops ("Work It!" program) and through individual coaching sessions. Check the Career Centre website for more information on application procedures and session availabilities for "Work It!" or make an individual appointment at the Career Centre front desk.

**Workshops:** the following workshops might be of particular interest to those within the job search process (please refer to our News & Events section for details):

- *Now That I'm Graduating What's Next?*
- *Resume and Cover Letter*
- *Online Applications*
- *Effective Interviews*
- *Networking*

**"Finding Work" Link:** <http://www.utm.utoronto.ca/careers/findingwork.html>

Check this link for further information and suggestions on job search.

### **Online Directories for Social Services and Not-for-Profit Organizations:**

- Peel Information Network <http://www.pinet.on.ca/csd.htm>
- Charity Village: <http://www.charityvillage.com> (also has a job board)
- Toronto 211: <http://www.211toronto.ca/index.jsp> (publishes the Blue Book)

**Directories:** Visit <http://www.utm.utoronto.ca/careers/directories.html> for a list of print versions of Employer directories available in the UTM Career Centre, which can be useful tools to research companies and find out about employment opportunities within organizations. Refer to the index by industry to identify the type of work setting you are looking for. Useful directories include *Who's Hiring* (2004 edition's index with categories on p.466) and *The Canada Student Employment Guide 2004*.

Example: Using *The Canada Student Employment Guide 2004*

If you are interested in *Social Services*, go to page 43 and look up the organizations listed.

*Peel Children's Centre* is one of them.

If you then read the company profile on page 251, you will see that they hire Child & Youth Counsellors and you will find even more details.

Use a similar approach for the type of setting and client group you are interested in working with (e.g. Educational, Government, Hospitals).

#### ❖ PASSIVE METHODS

Passive methods include looking at postings in various sources (newspaper, electronic postings on company web-sites, electronic job-banks, employment agencies etc.) and applying to these. Passive in this context does not mean that less effort is spent on this; rather there is less initiative on your part involved, since there are specific resources and a clear job description to work with.

#### ***Career Centre Online***

The Career Centre offers access to full-time job postings exclusively to graduating students and recent graduates:

***GSES (Graduating Student Employment Service)***: This service is for students in their final year. It runs from September to March of every year. A short orientation is required.

***RGES (Recent Graduates Employment Service)***: This service is available to recent graduates for up to two years from the year of graduation. Register and get access to this service in your final term by attending one of our *Now That I'm Graduating, What's Next?* sessions.

## ***Sample Postings from the Career Centre***

### ENTRY LEVEL WITH BACHELOR'S DEGREE

Job Order Number: 2000.GS.0195 (de-listed)  
Position Title: Counsellor  
Organization: Three Springs Inc.  
Description: Work with adolescents having behavioural or emotional problems at outdoor residential treatment program in North Alabama

Job Order Number: 2005.RG.1051 (de-listed)  
Position Title: Counsellor for Adolescent Youth  
Organization: Elizabeth Fry Society  
Description: Work with girls aged 15-18 in open custody environment

### MASTER'S DEGREE

Job Order Number: 2005.RG.0656 (de-listed)  
Position Title: Bilingual Client Care Counsellor  
Organization: FGI  
Description: Provide assessment, referral, and crisis counselling on the phone in behavioural health services

Job Order Number: 2003.RG.1125 (de-listed)  
Position Title: EAP (Employment Assistance Program) Intake Counsellor  
Organization: Hirepower  
Description: Consult employees and managers on EAP and work/life issues

### COMBINATION OF EDUCATION & EXPERIENCE

Job Order Number: 2002.RG.2617 (de-listed)  
Position Title: Residential Counsellor  
Organization: Bayview Community Services  
Description: Provide support to clients in North York group home

Job Order Number: 2001.RG.0301 (de-listed)  
Position Title: Addictions Counsellor  
Organization: Tricounty Addictions Services  
Description: Individual and group therapy to clients suffering from addictions

Job Order Number: 2001.RG.0527 (de-listed)  
Position Title: Settlement Counsellor  
Organization: Catholic Cross Cultural Services  
Description: Help members of the Tamil and Singhalese community to integrate into Canadian society

## ***Sample Postings from the Toronto Star***

All requiring a combination of education and experience