



جامعة الأمير محمد بن فهد الأهلية

PRINCE MOHAMMAD BIN FAHD UNIVERSITY

Job Title:

Social Worker - Counseling Department

Job Description

Duties and Responsibilities:

- o Perform administrative duties such as serving as department head.
- o Select and obtain materials and supplies
- o Participate in student recruitment, registration, and placement activities.
- o Participate in campus and community events.
- o Provide professional consulting services to students.
- o Act as advisers to student organizations.
- o Initiate, facilitate, and moderate class room or discussions.
- o Prepare and deliver lectures to undergraduate and/or graduate students on topics such as family behavior, and adolescent mental health, and social intervention evaluation.
- o Conduct research in a particular field of knowledge, and publish findings in professional journals, books, and/or electronic media.
- o Supervise students in field work.
- o Prepare course materials such as syllabi, homework assignments, and handouts.
- o Supervise undergraduate and/or graduate teaching, internship, and research work.
- o Maintain regularly scheduled office hours in order to advise and assist students.
- o Plan, evaluate, and revise plan of department and workshop content, and workshop materials and methods of instruction.
- o Collaborate with colleagues, and with community agencies, in order to address teaching and research issues.
- o Maintain student attendance records, and other required records of the department.
- o Write grant proposals to procure external research funding.
- o Serve on academic or administrative committees that deal with institutional policies, departmental matters, and academic issues.
- o Assist clients with preparation of forms.
- o Collect information about individuals or clients, using interviews, case histories, observational techniques, and other assessment methods.
- o Evaluate the results of counseling methods to determine the reliability and validity of treatments.

Skill Requirements:

- o **Instructing** – Ability to define steps of a process.
- o **Social Perceptiveness** -- Being aware of others' reactions and understanding their behaviors.
- o **Active Listening** -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- o **Writing** -- Communicating effectively in writing as appropriate for the needs of the audience.
- o **Critical Thinking** -- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- o **Active Learning** -- Understanding the implications of new information for both current and future problem-solving and decision-making.
- o **Speaking** -- convey information effectively.

Qualifications:

- o University Degree in related specializations
- o Excellent command of English.
- o Excellent organizational skills
- o Counseling experience
- o Strong communication skills