



# NORTHERN CARIBBEAN UNIVERSITY

*A Seventh-day Adventist Institution*

**Applications are invited from suitably qualified individuals to fill the following position:**

## **Director Counselling and Psychological Services Centre (CPSC)**

The Director for the Counselling & Psychological Services Centre (CPSC) is responsible to manage the Counselling and Psychological Services Centre, designs social system interventions associated with university and community, infusing emotional awareness into the university's structures and programmes, conducts therapeutic and crisis interventions at the individual and group levels, conducts psychological assessment of clients and facilitate case conferences and case management sessions with the clinical staff, and ensures that each counselling personnel has an external clinical supervisor or consultant, and that the personal and professional development of each practitioner is advanced.

### **Required Skills and Competencies:**

- Demonstrate knowledge, skills, and abilities in psychological assessment, theories of personality, neuropsychology/physiological psychology, abnormal psychology or psychopathology, human development, learning theory, counselling theory, and/or other appropriate subjects.
- Knowledge of principles of programme development, consultation, outreach, developmental theories of the adolescent and adult, and be able to understand the person in the context of a diverse social and cultural milieu.
- Personal attributes that enable them to facilitate effective interpersonal relationships and to communicate with a wide range of students, faculty, staff, administrators and the community.
- Demonstrated skill in working well under pressure to prioritize and manage multiple clinical situations and to coordinate these efforts as a part of a team.
- Self-motivated, self-directed commitment to high professional ideals, excellent oral and written communication skills.
- Appreciation of and willingness to integrate Seventh-day Adventist principles in the therapeutic process.
- Experience working in a university counselling centre or student mental health settings would be a distinct asset.
- Be resourceful and well organized.
- Possess excellent analytical, organizational and decision-making skills.
- Possess excellent interpersonal skills and be able to get along with diverse personalities, tactful and mature.
- Ability to represent the University professionally and attractively to the public, generate good human relations with and among the workforce and be well acquainted with the practices and policies of the University and the Seventh-day Adventist denominational standards.

## Required Qualifications and Experience:

- Doctoral Level education or above in Counselling/Psychology/Social Work/Human Services.
- A minimum of three years' experience in counselling.
- Licensure with Council for Professions Supplementary to Medicine (CPSM).
- Be a member of the Jamaica Psychological Society (JamPsych).

### APPLICATION GUIDELINES

1. The subject line of the application should contain the name of the position that is being applied for as listed above e.g. “**Director, CPSC**” and addressed to:

The Director, Human Resource  
Northern Caribbean University  
Manchester Road  
Mandeville, Jamaica, West Indies  
Phone: 876-963-7163  
E-mail: [hr@ncu.edu.jm](mailto:hr@ncu.edu.jm)

2. Applications should be made by sending the following information as **ONE single attachment** (either in PDF or word format) to [hr@ncu.edu.jm](mailto:hr@ncu.edu.jm) incorporating all of the below required information:
  - A Curriculum Vitae, including all qualifications and experience, and a cover letter addressing your interest and suitability for the role.
  - The names, email addresses, correspondence addresses and telephone numbers of three referees whom the University may contact.
3. Short-listed candidates will be expected to present original degrees and request transcripts of their grades to be sent directly to the Human Resource Department
4. **Application Deadline:** The completed application documents should be forwarded by email to arrive no later than **July 31, 2025**.

**As a Seventh-day Adventist Institution Northern Caribbean University gives preference to qualified individuals who are members of the Seventh-day Adventist Church.**