

NORTH OF SUPERIOR COUNSELLING PROGRAMS

Position Description – Adult Counsellor/Special Projects Lead (Union)

POSITION SUMMARY:

The Adult Mental Health Special Projects Counsellor role includes a number of responsibilities that include (1) coordinating and overseeing the volunteer services linked to the Senior Volunteer in Service (SVIS) Program, (2) Geriatric Mental Health, (3) facilitation of problem gambling and addiction prevention education and information sessions, (4) facilitation of therapeutic psycho-education support groups and (5) specialized clinical counselling with a small caseload. With the SVIS program, the incumbent is primarily responsible for managing the key aspects of a volunteer recruitment, training, assignment and recognition programming within the NOSP service area, as well as identifying and implementing innovative solutions for identified geriatric mental health support based on community needs. With the problem gambling and addiction prevention education and groups, the incumbent will also be responsible for developing and delivering educational sessions and facilitation of groups within the NOSP service area. The incumbent may also provide clinical counselling to a small caseload. Travel will be required in the NOSP communities in carrying out responsibilities.

REQUIRED SKILLS/EDUCATION/EXPERIENCE:

1. Master or Bachelor Social Work Degree from a recognized university
2. Registration with the Ontario College of Certified Social Workers
3. Experience working with program management and implementation
4. Experience working with volunteer programming is an asset (s/a)
5. Experience and knowledge of issues facing senior citizens and working with geriatric mental health (Psycho-geriatric/geriatric needs)
6. Experience working with Problem Gambling and addictions is an asset
7. Experience with community development is an asset
8. A preference of three (3) years' experience with group facilitation
9. A preference of three (3) years' experience in a mental health &/or addiction agency providing clinical interventions for referred clients/patients.
10. Demonstrated ability to work collaboratively and effectively as a member of a multidisciplinary team
11. Advanced skills in oral and written communications, assessment, and treatment planning and clinical record keeping
12. Computer skills, including a working knowledge of Microsoft Office, Word, and Excel is a requirement
13. The position may require working flexible hours contingent upon client need
14. A valid Ontario Driver's License and the use of a privately owned vehicle and appropriate insurance coverage
15. Some travel within the NOSP service area
16. French language will be considered an asset.

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DUTIES AND RESPONSIBILITIES: SVIS

1. Respond to inquiries from potential volunteers, manage/process applications, assist the Regional Manager in the screening of potential volunteers including criminal reference checks, and enter all information into the volunteer database
2. Prepare recruitment material, place ads for volunteers as approved by the Regional Manager
3. Maintain regular contact and provide necessary education and support to all active volunteers in the program
4. Complete paperwork and data management on activity levels and forward any issues of concern to the Manager
5. Schedule, coordinate and match the volunteers with clients and/or staff
6. Promote and raise awareness of the program to agency partners, seniors, and others in our communities
7. Implement with Regional Manager's approval, plans for volunteer workshops to include skills development and safety training; make arrangements for trainers and volunteers, arrange for venue, lodging, food, and documenting attendance and training completion
8. Prepare and maintain statistics of volunteer hours for submission to Regional Manager
9. Participate in evaluation and support activities related to NOSP's annual Client Satisfaction Surveys plus Volunteer Satisfaction Surveys.
10. Maintain confidentiality of volunteers and clients
11. Participate in program reviews with Regional Manager and Executive Director
12. Other related duties as requested

DUTIES AND RESPONSIBILITIES: Geriatric Mental Health and Clinical Counselling

1. Provide case management, assessment, treatment, follow-up and referral services for clients and families and community groups as necessary
2. Recognize serious medical, psychological and psychiatric characteristics that call for intervention or referral to appropriate services and resources
3. Provide treatment in multiple modalities (individual, group, conjoint, and family therapy) as necessary by client needs
4. Provide counselling and treatment plans with clients in crisis or requiring brief service/intervention (knowledge of assessing risk and creating safety plans as well as brief counselling interventions)
5. Administer, score, and interpret standardized assessment tools such as Psycho-geriatric assessments when appropriate and/or requested
6. Work collaboratively with Care Teams when available

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7. Provide counselling and treatment in a number of theoretical modalities (Cognitive Behavioural Therapy, Dialectical Behaviour Therapy, Psychoanalytic, Psychosocial Rehabilitation, Transactional Analysis Psychotherapy, palliative care, etc.) as indicated by client's history, personality and cognitive functioning
8. Provide counselling, support and referral services to significant others and family members of clients
9. Facilitate referrals to or consultation with family doctor &/or other service providers to link client with appropriate services
10. Participate with consulting psychiatrist in client assessment sessions when and if appropriate
11. Discuss medications with client that are prescribed by physician/psychiatrist for side effects/efficacy, compliance, etc.
12. Participate in Agency task groups and/or committees at the request of the Management Team
13. Maintains professional competence by participation in professional development programs and by individual self-directed study
14. Represents the Agency on strategically selected community committees as approved by Regional Manager

DUTIES AND RESPONSIBILITIES: Problem Gambling and Addictions

1. Perform consultative and educational services to community agencies on general mental health issues and specifically on problem gambling and addiction
2. Participate in community mental health education and professional development programs
3. Compile and provide information and referral services to [local] residents residing within NOSP service area

DUTIES AND RESPONSIBILITIES: therapeutic groups/targeted prevention

1. Assess community needs to be able to identify target groups for programs and services;
2. Develop specific risk reduction interventions for individuals and groups at high situational risk;
3. Develop general risk reduction programs such as life style programming, mutual support networking and educational services for groups at risk.

ADMINISTRATIVE:

1. Maintain case notes according to Agency Service Delivery Management System, policies & procedures and timelines.
2. Ensure Electronic Calendars are updated on a daily basis.

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3. Recording of client and group contacts, sessions, assessments, treatment plan, case conferences/reviews, discharge/closing reports, etc. on electronic clinical file (CIMS, TREAT, &/or OCAN).
4. Completion of formal treatment plans, reviewed every three (3) months thereafter.
5. Contribute to program evaluation, research and enhancement of client services.
6. Participates in the general operation and administration of the Agency by participating in program meetings, case conferences and professional development programs.
7. Carry out other related duties as requested by Regional Manager and/or Executive Director.
8. Keep Regional Manager up-to-date on salient events and issues related to assigned responsibilities. This includes regular status reports on case assignments.
9. Participates on relevant Agency committees when requested.
10. Ensures completion of time sheets (bi-weekly), expense sheets (monthly) and leave requests on a timely basis.

ORGANIZATIONAL (Supervisory Process, Teamwork, Policies/Procedures):

1. Participate as an effective and active member of the Agency Team.
2. Participate in research and program evaluation projects within the Agency.
3. Participate in the Agency's supervisory process (clinical and administrative) and performance appraisal process.
4. Familiarize and comply with the Agency's policies, procedures, standards and legislation, and remain open to the challenge of examining positive changes.
5. Develop personal goals for learning, evaluation skills, and accepting direction and guidance.
6. Maintain confidentiality and ethical standards deemed necessary for a human service professional.
7. Actively participate in Staff and Team Meetings, assist in team building activities Participate and contribute to general Agency-wide activities and functions (i.e., committee work, Agency days).
8. Will be supportive of Agency policies, direction and leadership.

OCCUPATIONAL HEALTH AND SAFETY & ANNUAL POLICY REVIEWS:

1. Follows all policies and procedures to ensure personal safety and safety of others.
2. Report any equipment or safety problems to Regional Manager

Approved: Executive Director	October 2014
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