

NORTH OF SUPERIOR COUNSELLING PROGRAMS

Position Description – Counsellor, Adult Service Program

Summary

The **Counsellor, Adult Service Program** provides professional mental health and addiction services for residents of the North of Superior service area. These services include assessments, treatment, aftercare, treatment planning, consultative and primary prevention activities. In addition, the Counsellor, Adult Service Program provides professional assessment, referral and counselling services for clients, families and significant others who suffer from the effects of substance abuse/problem gambling. All duties will be carried out under the clinical and administrative supervision of the Regional Manager.

Core Competencies

• Mindfulness & Self Reflection	• Creative and Innovative Thinking
• Coaching and Mentoring	• Resourceful & Adaptable
• Accountability/Dependability	• Communication
• Critical Thinking	• Decision Making
• Networking and Relationship Building	• Ethics and Integrity
• Planning and Organization	• Time Management
• Independence & Teamwork	• Client & Service Orientation

Job Duties

Organizational (Supervisory Process, Teamwork, Policies/Procedures)

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

QUALIFICATIONS, SKILLS and KNOWLEDGE REQUIRED:

- a. Master or Bachelor Social Work Degree from a recognized university with registration in Ontario College of Social Workers and Social Services Worker.
- b. Registration with the Ontario College of Certified Social Workers is required.
- c. Certification as an Alcoholism Counsellor (C.A.C) will be an asset.
- d. A preference of three (3) years' experience in a mental health &/or addiction agency providing clinical interventions for referred clients/patients.

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- e. Working knowledge of DSM IV.
- f. Demonstrated ability to work collaboratively and effectively as a member of a multidisciplinary team.
- g. Advanced skills in oral and written communications, assessment, and treatment planning and clinical record keeping.
- h. Computer skills, including a working knowledge of Microsoft Office, Word, and Excel are a definite asset.
- i. The position may require working flexible hours contingent upon client need.
- j. A valid Ontario Driver's Licence is required. The use of a privately owned vehicle and appropriate insurance coverage is required.
- k. Able to occasionally travel out of town to attend professional development, Agency all staff meetings and/or backup to other NOSP offices when necessary.
- l. French language will be considered an asset.

OCCUPATIONAL HEALTH AND SAFETY & ANNUAL POLICY REVIEWS:

- a. Follows all policies and procedures to ensure personal safety and safety of others.
- b. Report any equipment or safety problems to supervisor.
- c. Review Agency policies and procedures as required.

Approved: Executive Director	March 2016
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