

NORTH OF SUPERIOR COUNSELLING PROGRAMS

Position Description – Counsellor, Children’s Services (Union)

Summary

Supporting children (birth to 17 years of age), families/guardians and communities, the **Counsellor** works as an integral part of a Clinical Team responsible to provide mental health core services, including but not limited to: access/intake, brief service, targeted prevention, therapeutic counselling, referrals to specialized services/case management, crisis response, and family support.

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

- a. Working as a key partner for the support and empowerment of healthy people, resilient families, and vibrant communities within the NOSP Service Area.
- b. Sound knowledge of the range of primary and community health, mental health and addictions and related social services and how to access them.
- c. Knowledge and understanding of the impact of intergenerational trauma and colonization.
- d. Use of standardized assessment tools to determine the types and level of service(s) required.
- e. Co-develop treatment plans with clients that include goals to address needs identified through assessment, engaging clients to take an active part in the process.
- f. Through Access Network, connecting clients to supports and services that best meet their needs.
- g. Monitor client achievement goals, providing follow-up and revisions to goals as required.
- h. Advocate for and support clients as appropriate through various means, including but not limited to participation in case conferences, facilitating contact with other services and making referrals to other services.
- i. Maintain an accurate client record that is reflective of services provided and contains updated information.
- j. Contribute to quality assurance/improvement activities through participation in the evaluation of services by providing clients with standardized feedback tools, contributing to program planning and providing feedback.
- k. Ensure that children and family receive service and treatment according to the Service Delivery System and NOSP’s policies and philosophy of treatment.
- l. Ensure that the rights of children and families are addressed in accordance with legislation, and NOSP standards, policies and procedures.
- m. Work from an inclusive perspective, such that the diversity of all people is acknowledged, respected, and included in our practices with clients, colleagues, partners, and larger community.
- n. Participate in NOSP’s multidisciplinary approach which involves but is not limited to case conference, progress reviews, case consultation, peer consultation, and team meetings.

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- o. Provide crisis and suicide intervention services as necessary.
- p. As required, develop individualized safety plans with family and multidisciplinary Teams.
- q. Maintain all case documentation, reports and files according to the standards set in the NOSP’s policies, procedures and Service Delivery Management System.
- r. Provide group programming to parents and/or children as assigned.
- s. Maintain professional relationships with collaborating agencies and community partners to improve quality of services.
- t. Regular attendance at work is mandatory.

Qualifications/Requirements

- a. Master or Bachelor Social Work Degree, or a Registered Psychotherapist from a recognized university with registration in an Ontario College listed in (b).
- b. Current unrestricted registration with a regulatory college to perform psychotherapy is required. Candidate must be registered by: the College of Registered Psychotherapist of Ontario, the Ontario College of Social Workers and Social Service Workers, College of Psychologist of Ontario, College of Psychologist of Ontario, College of Nurses of Ontario, College of Occupational therapist of Ontario, College of Physicians and Surgeons of Ontario
- c. A preference of three (3) years’ experience in a mental health &/or addiction agency providing clinical interventions.
- d. Demonstrated knowledge and experience in a variety of evidence based assessments, therapeutic interventions and strategies/therapy.
- e. Experience and skill in group development and facilitation.
- f. Demonstrated ability to work collaboratively and effectively as a member of a multidisciplinary team.
- g. The position may require working flexible hours, contingent upon client need.
- h. Vulnerable Criminal Record Check
- i. A valid Ontario Driver's Licence is required, along with use of a privately owned vehicle and appropriate insurance coverage is required.
- j. Proficient in use of computers, with practical experience in current software applications, including Microsoft Office and client management systems.
- k. Excellent time management and prioritization skills.
- l. Excellent communication skills (nonverbal, verbal and written).
- m. Bilingualism is an asset.

Occupational Health & Safety

- 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.

In the performance of his/her duties, the Counsellor will ensure the confidentiality of clients and Agency matters. A breach of confidentiality may result in immediate dismissal.

Approved: Executive Director

August 2019

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