

	Job Description #	9006
	JD SECTION	
	COUNSELLOR, CARE AND TREATMENT	
	Date Issued:	July 2003
	Date Revised:	January 2018
<u>JOB DESCRIPTION</u> Counsellor, Care and Treatment	Approval _____	
	Chief Executive Officer	

POSITION TITLE: Counsellor, Care and Treatment

TEAM: Care and Treatment

REPORTING TO: Supervisor/Manager, Clinical Services

JOB SUMMARY:

Care and Treatment programs are intensive, structured, therapeutic, non-residential school-based programs for children exhibiting moderate to severe emotional, social and behavioural difficulties. The Care and Treatment Program is designed to serve the needs of children with problems such as emotional disturbance, anti-social behaviour and who are otherwise unable to function within a regular school classroom for reasons associated with emotional behavioural disorders.

Care and Treatment is not an extension of the education services, but a non-residential children's mental health day treatment program aimed at helping children with moderate to severe social/emotional/behavioural difficulties to improve their self-esteem and social interactions through learning new skills so that they can return to community schools as soon as possible.

QUALIFICATIONS:

- B.S.W. or equivalent degree along with a CYW (3 year diploma) plus one year of direct related experience in children's mental health is a requirement. Certification in Crisis Intervention is preferred
- Must be registered with a regulated professional college, (RSW,RP)
- Thorough understanding of child and family development, parent-child interaction and attachment theory.
- Demonstrated ability in working with emotionally dysregulated children/youth in a Care and Treatment setting. Sound knowledge of and ability to apply basic child and adolescent behavioral management approaches.
- Ability to create and maintain a therapeutic milieu within the Care and Treatment program.

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- Experience and demonstrated ability in the provision of strengths-based, goal-oriented and evidence-informed mental health services (CBT, Child and Adolescent Management approaches for example).
- Demonstrated ability and maturity to act calmly in situations demanding quick assessment and immediate action.
- Knowledge of pertinent legislation, such as, The Child, Youth and Family Services Act, The Education Act, and the Youth Criminal Justice Act.
- Ability to develop and maintain professional working relationships with Agency staff, consultants, referral sources, service providers, education personnel, and parents
- Proficiency with technology such as computers / tablets and software, especially Microsoft Word, Microsoft Outlook, Excel, PowerPoint, and data MIS.
- Ability to write clear, concise reports and attention to detail.
- Ability to work cooperatively and collaboratively, and to negotiate effectively with collateral agencies at the system level and to access community/professional resources.
- Demonstrated ability to independently make sound decisions, and carry them out and/or delegate.
- Ability to work independently and as a member of an inter-disciplinary team
- Knowledge of the application of clinical instruments as part of evaluative practice is an asset (i.e. CAFAS).
- Clear understanding of parameters of confidentiality and reporting responsibilities under pertinent legislation, such as, The Child, Youth and Family Services Act, The Education Act, The Mental Health Act of Ontario, The Personal Health Information Protection Act and the Youth Criminal Justice Act.
- Possession of a current First Aid Certificate and CPR is required
- Ability to provide services in both official languages (English/French) is an asset.
- Possession of a valid Ontario Driver's License, ability to travel, and use of a personal vehicle.
- Availability to work flexible hours including evenings and occasional weekends.

DUTIES AND RESPONSIBILITIES:

1. Maintain the confidentiality of our clients and client information at all times as per agency policies and procedures.
2. Participate as a member of the Treatment Planning Team, facilitating through the peer consult process, the development, maintenance, and ongoing review of the day to day content of the program.
3. Provide a therapeutic environment that allows for clients stabilization and management of their behavior.

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4. Conduct an assessment of the child/youth's treatment needs.
5. Responsible for the development and application of the individual treatment plan for each child in the Care and Treatment program setting.
6. Implement the policies and procedures developed by the Agency to ensure a safe and secure treatment environment in the day treatment program and in adventure based learning activities where applicable.
7. Maintain consistent liaison and involvement with the guardian/family and collateral agencies (where applicable) regarding the child/youth, and maintain clear lines of communication on the client's behalf.
8. Provide individual, family and group services.
9. Provide support services, parent education to individuals or groups of parents.
10. Follow Agency policies and procedures in regard to case recording, filing, and distribution of client records.
11. Provide input into the development of proposals for service growth and delivery.
12. Take initiative to develop a personal professional development plan.
13. Assume other responsibilities as may be assigned from time-to-time by the Clinical Supervisor and/or Manager.