 <b>Algoma Family Services</b> SERVICES AUX FAMILLES D'ALGOMA	<b>Job Description #</b>	<b>9001</b>
	<b>JD SECTION</b>	
	<b>COUNSELLOR</b>	
	<b>Date Issued:</b>	<b>July 2017</b>
	<b>Date Revised:</b>	<b>April 2025</b>
<p align="center"><b><u>JOB DESCRIPTION</u></b></p> <p align="center"><b>Counsellor</b></p>	<b>Approval</b>	
	<b>Chief Executive Officer</b>	

**POSITION TITLE:** Counsellor

**REPORTING TO:** Clinical Manager

**WORKPLACE:** In-Person

**JOB SUMMARY:**

Using a strength-based, solution-focused, and family centered approach within the context of anti-oppressive practice, the Counsellor in partnership with the family and other service providers, will assess and treat children and youth who are experiencing social and emotional challenges, as well as, any behavioural difficulties impacting the mental and physical health of the family.

The incumbent(s) will focus on the coordination and regular scheduling of evidence informed groups, for children and youth. These groups will be offered to various age groups based on service demand. The employee will be available outside of regular business hours to facilitate groups.

**MINIMUM EDUCATION/REGISTRATION**

- Bachelor of Social Work or BA with registration required
- Current registration and in good standing with regulated professional college (RSW, RP) is required.

**MINIMUM EXPERIENCE**

- Two years' clinical experience working in a related field preferred
- Equivalent combinations of training and experience may be considered

**QUALIFICATIONS:**

- Skill in a variety of cognitive-based, post-crisis intervention, solution-focused and brief therapy techniques with children, youth and families.
- Ability to coordinate and facilitate groups for various age groups based on service demand
- Skill in evidence-informed clinical interventions for children, youth and families.
- Ability to work effectively with children, youth and families in a therapeutic goal-oriented way.
- Thorough knowledge of child, youth and family development (psychological, emotional, physical, social).
- High level of maturity and interpersonal skills, as well as demonstrated leadership qualities with competence in making and implementing decisions.
- Ability to work cooperatively and negotiate effectively within an interdisciplinary team, across the agency, with collateral agencies/professionals including the medical community at both a front-line and systems level.
- Thorough knowledge of mental health resources.
- Ability to write clear, concise reports.

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- Proficiency with computers and software applications such as Microsoft Word, Microsoft Office, Excel, Access, and data MIS.
- Possession of a valid Ontario Class "G" Driver's License, ability to travel within the district of Algoma, and use of a personal vehicle.
- Availability to work flexible hours including evenings and occasional weekends.
- Ability to provide services in both official languages (English/French) is an asset
- Must provide a clean Criminal Records Check.
- Full COVID-19 Vaccination.

### **DUTIES AND RESPONSIBILITIES:**

1. To maintain and secure confidential client information in the execution of professional responsibilities in a manner that is consistent with required legislation, and AFS policies and procedures.
2. To possess a working knowledge of required legislation governing practice, specifically the Psychotherapy Act; also to fulfill the professional "Duty to Report" any suspected child abuse as required under the Child, Youth and Family Services Act.
3. To work as an AFS interdisciplinary team member to provide:
  - Counselling services to children, youth and families
  - Short-term assessment and stabilization services including post-crisis intake, assessment, intervention, and referral services to: children, youth and their families who have been referred by the Sault Area Hospital Crisis Service and require crisis follow-up;
  - Intake, assessment, intervention, and referral services to children and youth admitted to the Sault Area Hospital's Child and Adolescent Program (CAP) and their families;
  - Brief Narrative Therapy through Walk in Counselling Service (scheduled hours after 4:30 p.m. on a voluntary basis) and Single Therapy Sessions
  - Therapeutic and psychotherapeutic groups
4. To develop and maintain a clinical treatment plan with the child/youth and family, in collaboration with service providers and the medical community, as appropriate.
5. To provide a brief clinical intervention service to those clients deemed to be most appropriately serviced through a brief therapy model.
6. To work in cooperation with all clinical staff assigned to ensure client information is shared, and the clinical treatment plan is coordinated and supported in a timely and efficient manner.
7. Provide individual, family and group services where applicable.
8. To provide referrals and appropriate transitional support to other services and programs within AFS or in the community as required on a case by case basis.
9. To demonstrate a thorough working knowledge of community resources, especially in the area of child, youth, and family services, including health and medical services, and a willingness to liaise with local service providers and other key resources.
10. To accurately and promptly maintain client file documentation according to agency policy and procedure and to prepare and distribute documentation for case review or complex case discussion by an internal and/or interagency team if certain prescribed conditions exist and as appropriate.
11. To be prepared to conduct clinical work outside the formal office environment, that is, within the hospital setting, client homes, schools, medical clinics, etc.

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**DUTIES AND RESPONSIBILITIES: OTHER**

1. To participate in annual service planning as appropriate, also in program evaluation in accordance with established policies and procedures.
2. To assist in the development of community mental health through active participation and leadership in establishing and supporting community networks, self-help groups, community planning, etc.
3. To interpret the AFS services system to clients, collateral agency representatives, and the community at large.
4. To take initiative for professional development on a personal and team level.
5. To assume other responsibilities as assigned by the Clinical Supervisor/Clinical Manager.