
 Algoma Family Services SERVICES AUX FAMILLES D'ALGOMA	Job Description #	9001
	JD SECTION	
	ADMINISTRATION	
	Date Issued:	July 2017
	Date Revised:	January 2026
<u>JOB DESCRIPTION</u> COUNSELLOR		Job Description Approval
		 Chief Executive Officer

POSITION TITLE: COUNSELLOR

REPORTING TO: Clinical Manager

WORKTYPE: 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 behavioral 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.
- 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;

Job Description: Counsellor

Job Description # 9001

Page 3 of 4

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- 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.

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 Manager.

FUNCTIONAL ABILITIES

- **Physical Demands:**

- The job entails lifting (up to 50 lbs) and moving objects, reaching, bending, and kneeling.
- Perform repetitive tasks such as data entry.
- Some outdoor work in various weather conditions, including extreme heat, cold, and precipitation.
- Handle and operate equipment and tools related to program activities such as cooking and crafts.
- Potential to exert self physically in the management of acting out clients if required.

- **Mental Demands:**

- Exposure to acting out behaviour by clients, including verbal and physical threats.
- Requires periods of focused concentration to ensure tasks are completed accurately and efficiently.
- Ability to manage multiple tasks and prioritize work effectively.
- Maintain attention to detail while performing tasks.

- **Exposure to Hazardous Materials:**

- Exposure to potential hazardous materials, including cleaning chemicals and bio-hazards.
- Follow safety protocols and use personal protective equipment (PPE) when handling hazardous materials.
- Ensure compliance with safety regulations and guidelines to minimize risk.

Acknowledgement

I have read and understood the responsibilities and requirements of the Counsellor position.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____