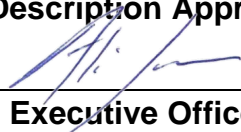
 Algoma Family Services SERVICES AUX FAMILLES D'ALGOMA	Job Description #	9404
	JD SECTION	
	ADMINISTRATION	
	Date Issued:	January, 2026
	Date Revised:	
<u>JOB DESCRIPTION</u> Counsellor-Virtual Youth Hub	Job Description Approval	
	 Chief Executive Officer	

POSITION TITLE: COUNSELLOR-VIRTUAL YOUTH HUB

REPORTING TO: Supervisor, Community Services

WORKPLACE: Sault Ste. Marie, ON

WORKTYPE: In-person or Virtual

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 (ages 12 to 25) who are experiencing social and emotional challenges, as well as, any behavioral difficulties impacting the mental and physical health of the family as part of the Youth Wellness Hubs Ontario (YWHO) Virtual Youth Hub's Provincial Youth Wellness Team.

YWHO supports local service providers to work together to provide young people in Ontario aged 12 to 25 with low barrier access to a full range of services including mental health and substance use supports, primary care, education, employment, housing and other social services all through youth-friendly access points. YWHO services are designed to improve experiences and outcomes for youth by:

- Increasing access to rapid, low-barrier services;
- Reducing transitions by providing care in one location; and,
- Providing tailored, high-quality programs co-developed with youth to meet their needs.

The incumbent(s) will focus on the coordination and regular scheduling of evidence informed individual and group mental health and substance use treatments for 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.

- Current registration and in good standing with regulated professional college (RSW, RP) is required.

QUALIFICATIONS:

- Formal training and demonstrated knowledge in evidence-based (e.g., solution-focused brief therapy, motivational enhancement therapy, cognitive behavioural therapy, dialectical behaviour therapy)
- Ability to coordinate and facilitate groups for various age groups based on service demand in a virtual environment
- 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.
- We strongly encourage applications from First Nations, Métis, Inuit, Black, and other racialized people who are reflective of intersectional experiences (i.e., 2SLGBTQ+, neurodevelopmental differences, living with a disability, etc.)
- Knowledge of approaches that promote health equity, including anti-oppressive and anti-racist practice, 2SLGBTQ+ inclusion, community engagement, cultural safety, trauma-informed care, harm reduction, and human rights and accessibility frameworks.
- Ability to write clear, concise reports.
- Proficiency with computers and software applications such as Microsoft Word and Microsoft Office.
- Possession of a valid Ontario 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
- Satisfactory vulnerable sector check and full COVID-19 vaccination required.

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.

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3. The Counsellor – Virtual Youth Hub will be responsible for providing youth with mental health and substance use treatment within the Provincial Virtual Youth Wellness Hub. This includes conducting screening, assessments, individual and group treatment and case management support. The Clinician will work in collaboration with youth, family members and other service providers to identify a youth's needs and goals, develop a session and/or treatment plan and provide services to youth as part of an integrated system of care.
 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. In collaboration with youth, support the use of YWHO standardized measures, practicing measurement-based care to provide mental health and substance use services, monitor progress, and improve youth outcomes
 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. Provide services and support to youth and their families in a way that is consistent with the values of the YWHO Model.
 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 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 oneself 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 Virtual Youth Hub position.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____