

**Job Description**  
**Family Counsellor, Child and Family Counselling Team**  
**20 hours per week**  
**Term until January 31, 2018 with a possibility of an extension**

**Summary:**

The Family Counsellor provide individual, family, and group counselling, with the aim of supporting clients to build on their strengths and develop positive relationships within their families and communities. The Family Counsellor brings a strength-based approach to excellence in service delivery and reports to the Program Manager.

**Key Duties and Responsibilities:**

- Provides individual and family counselling, assessing presenting problems, identify individual and family needs, and develops an individual plan for each family to assist clients with their individual goals and/or the Ministry's goals (if applicable).
- Evaluates counselling goals and progress on a regular basis while maintaining case management and consultation with other service providers.
- Builds rapport with clients, and secures trust and confidence and makes referrals to other community resources as appropriate.
- Provides group parenting classes.
- Builds, develops and maintains effective relationships with all stakeholders of the program(s) including MCFD social worker.
- Attends team meetings as scheduled and participates in group/clinical supervision discussions regarding case assignments and progress.
- Gives and receives feedback openly and constructively with clients, co-workers, supervisors and community partners.
- Assesses personal, program and client safety at all times and meets all work safe standards.
- Adheres to Family Counselling Services program manual and to SCCSS policies including client confidentiality.
- Obtains and maintains awareness of the demographic and socio-economic variables of the community and activity works to reduce barriers to services.
- Maintains client records and client files in keeping with program manual and SCCSS policy
- Support the mission, vision and values of SCCSS including participating in organizational wide initiatives as interested or asked.
- Collaborates with the Program Manager to develop and establish standards and accountability mechanisms including logic models, monitoring frameworks and evaluation processes including the completion of program(s) reports, stat collection maintenance of relevant documents.
- Ensures effective service delivery consistent with agency mandate, policy, meeting all legal, contractual financial and other compliance requirements.
- Champions ongoing compliance with accreditation standards, new standards and CARF requirements.
- Stays current with SCCSS programs and services.
- Assists with other duties as required, from time to time, aiding with the efficient operation of the organization.

- Assists the Program Manager in creating a learning environment for students and volunteers.

### **Qualifications and skills required:**

- Post-secondary degree in Social Work plus three years of related experience in a related field or the equivalent in education and experience.
- Good working knowledge of the Local, Provincial, and Federal legislation and regulations as relevant to the work.
- Willingness to learn, be creative and flexible when situations change, adaptable to new technologies, and able to work in ambiguous environments.
- Experience working effectively and in a non-judgmental manner with clients from different cultures, ethnicity, and socio-economic backgrounds.
- Experience working in the non-profit sector.
- Knowledge of the dynamics of violence against marginalized individuals.
- Ability to work flexible hours – may require evening and weekend work to meet the needs of the clients.
- Knowledge of the impacts of colonization, including Residential Schools, on Indigenous people.
- Proven ability to work collaboratively across programs and with community partners.
- Strong computer skills in Microsoft Office suite and experience with an electronic client records management system.
- Excellent communication and organizational skills.
- Master multi-tasker able to identify and act on priorities.
- Successful results of criminal records check.
- Valid driver's license and reliable vehicle is required to meeting and events across the Coast.
- Strong knowledge of SCCSS programs and services.

### **Working Conditions**

- This position works in a variety of locations including family residences, community settings and a typical office environment.
- This position may work alone, one-to-one with families or individuals, with little to no supervision.

### **Physical Requirements**

- Sitting for extended periods of time and computer use.
- Lifting and moving of general office supplies and other related supplies/equipment.

### **Organizational Relationships**

This position reports to the Program Manager.