

## Job Description

POSITION:	Child and Youth Counselor
ACCOUNTABILITY:	Team Supervisor - Children's Mental Health
CLASSIFICATION:	Contract
DATE APPROVED:	March 4, 2020

### **JOB PURPOSE**

Reporting to the Team Supervisor – Children's Mental Health, the Child and Youth Counselor provides therapeutic mental wellness assessment and support to children between the ages of 4 to 24 residing in the Agency's catchment area, both on reserve and in four communities along the North Shore. The Child and Youth Counselor supports positive relationships between children, their immediate caregivers and their support network by developing child-centered, culturally appropriate strategies to address behaviours that limit the child's spirit journey through childhood and adolescence.

### **KEY JOB FUNCTIONS**

#### **Program Support:**

Providing therapeutic mental wellness assessment and support to children between the ages of 4 to 24.

- Undertake an initial assessment of the child's mental wellness needs using the appropriate Agency assessment tool(s)
- Assess the child's support network to identify resources available that support mental wellness outcomes
- Develop a treatment plan, identifying therapeutic support and community resources to be leveraged to support mental wellness outcomes
- Provide the child with one-on-one therapeutic support through the use of various intervention techniques such as play therapy and Cognitive Behavioural Therapy
- Ensure interventions are consistent with cultural teachings and are appropriate in addressing behaviours related to a diagnosis of ADD/ADHD, FASD, depression or mood disorders
- Ensure a Circle of Care approach is used in case planning to promote mental wellness outcomes with the contributions of the child's support network including family, caregivers, school, daycare, medical team and other community supports
- Advocate and/or liaisons with Agency staff/on-reserve Service Teams as well as medical, educational and social services in the community to promote and support the child's mental wellness needs
- Liaises with other members of the Agency/On-Reserve family service delivery and/or health services team to ensure child's needs are being addressed in accordance with the treatment plan
- Ensures any child welfare issues are documented and referred to the Agency's child welfare team for follow up
- Maintains a case file for each child including initial assessment, treatment notes, and telephone or in-person discussions/correspondence with other services re: care plans, concerns or outstanding issues to be addressed, and quarterly summary reports of child's progress towards treatment plan outcomes
- Provides quantifiable data including number of children served, number of direct therapeutic service hours, number of case planning meetings, number of meetings with family members, agencies and other resources on a monthly basis
- Monitors outcomes and provides a quarterly progress report using the appropriate Agency assessment tool(s)
- Participates in the training curriculum provided through the Agency
- Provides up to 35 hours per week of support including after-hours on-call emergency support as developed with the Agency and/or Host Reserve

### **Relationship and Team Building:**

Work collaboratively and cooperatively at all levels in order to support the use of a family-centered, strengths-based, child-focused practices while assisting families in building their capacities to provide safe and nurturing environments for children.

- Demonstrate behaviors, actions and attitudes that are consistent with Agency vision, mission and values
- Provide opportunities for the enhancement and development of positive cultural identities of the children, families and communities served
- Ensure appropriate communication and consultation with Supervisor at appropriate times
- Ensure effective and professional communications with all internal and external service providers
- Share information according to privacy and/or confidentiality guidelines
- Work respectfully, positively, professionally and collaboratively with team members

### **Administration and Reporting:**

Complete administrative functions and reports and adhere to Agency policies, procedures and relevant practices.

- Ensure confidentiality and safekeeping of all Agency documents and records
- Develop and maintain accurate, up-to-date and concise work files
- Prepare and deliver reports
- Work in compliance with the Occupational Health and Safety Act and any other relevant legislation
- Prepare and submit monthly reports, attendance records and travel expense claims
- Follow the Agency's human resources, finance and other policies and procedures in the performance of duties

### **Other Duties:**

- Participate in internal or external committees as required or assigned
- Other duties as required and assigned

## **QUALIFICATIONS**

### **Minimum Education**

- Honours Bachelor of Social Work (HBSW) degree
- Social Services Diploma may be considered

### **Minimum Experience**

- Three (3) years' direct experience working with children and families
- Experience in a clinical environment providing Children's Mental Health services
- Experience working with Indigenous people, organizations and communities

### **Knowledge Requirements**

- Knowledge of Nogdawindamin programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Knowledge of relevant legislative framework and policies reflecting current child welfare practice
- Understanding of and ability to translate relevant legislation into Agency language, policies and procedures
- Understanding of evidence informed/evidence based practices for promoting trauma, attachment, resilience and wellness-based mental health program services to children, youth and their families
- Knowledge of First Nation service delivery, customs and traditions in responding to child welfare concerns
- Knowledge of external service and service agencies

### **Special Skills**

- Excellent interpersonal and communication skills
- Demonstrated excellence in conflict resolution, mediation, and problem solving
- Strong organizational and administrative skills
- High level of initiative and self-direction
- Excellent time management skills
- Excellent computer skills
- Strong professional ethics

- Proven ability to work with First Nation communities and people
- Ability to facilitate strong inter-departmental relationships
- Ability to establish and maintain effective working relationships and to develop strong, effective teams
- Demonstrated ability to lead and coach others utilizing a collaborative and strengths-based approach
- Ability to manage multiple priorities, projects or programs
- Ability to take initiative and work independently
- Ability to work within a team environment
- Ability to meet deadlines and work flexible hours
- Ability to work with confidential and sensitive information
- Ability to understand and speak Anishnaabemowin is a definite asset

**Other Requirements**

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class ‘G’ Ontario Driver’s License, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

**WORK SITE LOCATION**

The position(s) will be based out of the satellite offices between Sault Ste. Marie and Sudbury.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

While performing the duties of this job, the Child and Youth Counselor will typically be in a home or office setting with regular meetings with children, families and other professionals. The Child and Youth Counselor is frequently required to operate a computer, file and retrieve written documents, and work overtime when required or during emergency situations.

The physical demands include but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching and bending. The Child and Youth Counselor will be required to travel to meetings in the province of Ontario.

The Child and Youth Counselor must be able to multi-task within a fast-paced, high-volume and demanding environment. The Child and Youth Counselor absorbs and interprets information from multiple parties on a regular basis and is required to listen and reconcile multiple points of view, which can be mentally challenging. As a result, this position is more emotionally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks and while attending meetings.

Non-physical demands include a work environment where the noise level is usually quiet to moderate, but may be loud on occasion. The nature of the position may expose the Child and Youth Counselor to moderate levels of tension when dealing with issues. The level of tension is usually moderate, with high levels of tension occurring occasionally.

The Child and Youth Counselor may be exposed to potentially hazardous environments including driving conditions and volatile situations during home visits.

Given the traditional practices of Aboriginal people, from time to time exposure to smoke from the burning of sacred medicines; tobacco, sweet grass, sage or cedar, may occur.

**TECHNOLOGY & EQUIPMENT**

Computer, photocopier, telephone, fax machine and cell phone

**SUPERVISORY RESPONSIBILITY**

The position is not required to supervise any employees.

**KEY RELATIONSHIPS**

**Internal**

The position requires interaction with the Executive Director, Director of Services, Children’s Mental Health Manager, Senior Managers, Protection and Resource Managers, Team Supervisors, other Child and Youth Counselors, Cultural Services Department, Administrative Assistant and other staff.

**External**

The Child and Youth Counselor will interact with First Nation communities, and other service related agencies.

**DISCLAIMER**

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Nogdawindamin Family and Community Services reserves the right to modify job duties or the job description at any time.

**SIGNATURE**

This is to acknowledge that I have received a copy of this job description and understand its contents.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date