



## **MANITOBA ADOLESCENT TREATMENT CENTRE**

### **JOB DESCRIPTION**

<b>POSITION TITLE:</b>	<b>ADOLESCENT MENTAL HEALTH COUNSELOR II</b>
<b>AREA:</b>	<b>HOSPITAL PROGRAM</b>
<b>CLASSIFICATION CODE:</b>	<b>C390 30004286</b>
<b>Union:</b>	<b>MAHCP</b>
<b>SUPERVISOR:</b>	<b>PROGRAM MANAGER</b>
<b>DATE OF DESCRIPTION:</b>	<b>JULY 31, 2006</b>
<b>Reviewed Date:</b>	<b>January 15, 2015</b>

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<b>EDUCATION:</b>	Completion of university degree with specialization in one of the Social Sciences or completion of a Child & Youth Care Worker Diploma Program or equivalent. Preference will be given to active members of the Child & Youth Care Workers Association of Manitoba. Training in group therapy is an expectation for group positions.
<b>EXPERIENCE:</b>	A minimum of two (2) years related practical experience and additional one year practical experience in group therapy for group positions.

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### **POSITION DESCRIPTION SUMMARY**

Reporting to the Program Manager, the Adolescent Mental Health Counselor II is responsible for the delivery of direct client care; the planning, implementation and evaluation of client treatment plans; planning, facilitation of group therapy programs; the provision of therapeutic clinical interventions and effective milieu management as well as and community resource identification and utilization. Responsible for the establishment of professional working relationships within the multidisciplinary team and community; these functions are undertaken consistent with the Manitoba Adolescent Treatment Centre's established philosophy, objectives, policies and procedures.

## **DUTIES AND RESPONSIBILITIES**

### **1. TREATMENT PLANNING AND ASSESSMENT**

- 1.1 Participates in the admission/transfer of clients to the unit/groups in collaboration with team members. Participates in determining group suitability and group placement.
- 1.2 Ensures client orientation is complete to both unit and group programming.
- 1.3 Collects assessment data, develops treatment plan and makes recommendations in consultation with clinical team.
- 1.4 Involves client in treatment plan/group programming development.
- 1.5 Informs team about treatment plan assessment developments.
- 1.6 Facilitates multidisciplinary discussion of ongoing treatment planning and ensures documentation of relevant information throughout client's course of stay.
- 1.7 Participates in treatment reviews and team meetings to provide information regarding client progress.

### **2. TREATMENT PLAN IMPLEMENTATION**

- 2.1 Monitors client response to treatment from a socio dynamic perspective utilizing a solution focused approach to build on relationships with clients, understanding the client's perspective.
- 2.2 Provides supportive and psycho-educational counseling utilizing effective communication and focusing on listening skills and relationships.
- 2.3 On request of clinical team, provides specific therapeutic intervention, e.g. psychotherapy, behavioral modification, cognitive behavioral, group therapy, etc.
- 2.4 Reinforces positive behavior patterns using principles and interventions that will assist clients in a positive way.
- 2.5 Assess and record problem behaviors and design individual and milieu based interventions which promote self management.
- 2.6 Provides programming that promotes community involvement. Assist clients to develop appropriate leisure/recreational goals and skills.
- 2.7 Identifies the need for passes based upon client status and relevant care giver needs as identified in the treatment plan in consultation with clinical team.
- 2.8 Ensures communication in regards to ongoing treatment plans. Documents treatment plans, IPPs goals and interventions, group progress according to charting standards. Completes charting in a timely fashion ensuring records are factual, legible and comprehensive.
- 2.9 Plan and provide group therapy in consultation with the Clinical Resource and provide feedback to the team on client progress. Prepare material/information required for group therapy.
- 2.10 Participate in pre and post group meetings and identify and interpret group processes relevant to larger milieu issues. Document group activities and progress.
- 2.11 Collaborates with clinical team in discharge planning.

### **3. THERAPEUTIC INTERVENTION WITH CLIENTS**

- 3.1 Recognizes the importance and value of therapeutic milieu and utilizes it to promote an environment conducive to therapeutic change.
- 3.2 Monitors environment to evaluate effects pertaining to a structured therapeutic milieu. Consults with team members daily at shift change, devise and implement intervention strategies to affect milieu/groups in a positive manner and record significant milieu issues.
- 3.3 Utilizes positive role modeling to promote healthy relationships. Modifies own presentation in response to individual needs of clients.
- 3.4 Employs crisis intervention strategies in accordance with policy and procedure.
- 3.5 Provide lunch supervision in the lunch room or on units in coordination with other staff. Upon request and availability, may cover other units when short staffed or milieu requires additional staff.
- 3.6 Upon request, assists in planning and implementation of special events.

### **4. PARTICIPATION IN MULTIDISCIPLINARY TEAM**

- 4.1 Participates with other team members in problem solving regarding clinical issues.
- 4.2 Provides information to team in area of Child and Youth Care expertise, experience and knowledge as well as impact of milieu on clinical issues.
- 4.3 Develops working competency with mental health concepts and terminology and draws upon knowledge when articulating issues to the larger team.
- 4.4 Participates in staff meetings/team planning days to discuss program concerns, clinical treatment issues and unit management.

### **5. EDUCATION/TRAINING/ADMINISTRATIVE DUTIES**

- 5.1 May participate in additional clinical/program functions upon request of clinical team or Program Manager, e.g: group, family work, etc.
- 5.2 Provides clinical teaching and field instruction to students. (e.g: Child and Youth Care Worker student, etc).
- 5.3 Maintains clinical competency by taking initiative and responsibility for own professional development; develops annual learning goals in conjunction with Program Manager.
- 5.4 Attends required staff training as available or assigned.
- 5.5 Participates in discipline specific meetings to share information and knowledge and to promote maintenance of Child and Youth Care standards in accordance with MATC policies and procedures.
- 5.6 Collects and records pertinent statistical data of a personal nature e.g; timesheets.
- 5.7 Records petty cash expenditures.

### **6. PROGRAM MAINTENANCE AND SAFETY**

- 6.1 Ensures building safety during shift/groups.
- 6.2 Ensures hazardous items are in a secure location and ensures daily knife count.
- 6.3 Maintains working area in a clean and safe condition. Ensures adequate supply of materials necessary for client programming. Uses maintenance request forms as required and advises Program Manager of any concerns

Performs other related duties as assigned, not exceeding skills and capabilities.

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