

## **NINE CIRCLES COMMUNITY HEALTH CENTRE (Nine Circles)**

### **JOB DESCRIPTION**

#### **Mental Health Therapist (Counselor)**

**The Counseling Program operates as a component of the Nine Circles Community Health Centre (Nine Circles) integrated model of service delivery and is committed to:**

- Uphold the Mission, Values and Guiding Principles of Nine Circles Community Health Centre (Nine Circles)
- Provide effective and accessible direct client services to Nine Circles target populations.
- Deliver flexible and responsive programming.
- Challenge systems to demand social justice.
- Address all issues in a manner that encourages honest communication, equality, inclusion and respect.

#### **Qualifications Required for this Position**

##### **Education:**

- Masters degree in Counseling combined with a minimum of two years individual and group counseling experience; and
- Extensive experience developing and implementing mental health services in community-based health and social service environments.

##### **Knowledge, Skills and Experience**

- Commitment to and knowledge of community based health care and the determinants of health;
- Excellent communication, conflict resolution and interpersonal skills;

##### **Conditions of Employment**

- Physically capable of performing duties related to position;
- Must be willing to work flexible hours, which may include some evenings and weekends.

#### **Position Duties and Responsibilities**

**Provision of client care and treatment in a competent, safe and understanding manner and ensuring an approach to care that maximizes client participation, dignity and respect through:**

Psycho-social counseling services for individuals and/or couples through:

- Intake and assessment;
- Intervention appropriate to need;
- Crisis counseling supports as required;
- Referrals to other Nine Circles Community Health Centre services and/or external services or supports;
- Coordination with other internal and/or external service providers through case conferencing or case review processes.

Provision of group counseling by:

- Planning and coordinating facilitation of support groups for people living with HIV/AIDS and those affected by HIV/AIDS (including family, partners, friends);
- Planning and coordinating the facilitation of workshops for clients as needed;
- Facilitating or coordinating facilitation of peer support among group members;
- Ensuring a climate in groups of mutual support, trust and confidentiality;
- Identifying external community resources as required by group members.

Hospital visits and funerals as required and when possible.

**Promotion of integrated health care services for clients through:**

- Documentation in client files as appropriate and required.
- Participation in the development, implementation and maintenance of appropriate procedures for Nine Circles Counseling Program in accordance with any appropriate legislation and Nine Circles Policies.
- Collaboration with other Nine Circles program staff through consultation and case conferencing.

**Supporting NCCHC Programs and Program Development:**

- Participate in annual program evaluation;
- Participate in Pre/Post Educator and core volunteer training and support as required;
- Complete Counseling Program quarterly reports with statistics, client issues, trends and recommendations;

**Other Activities:**

- Supervision, teaching and evaluation of counseling students as required;
- Participation in ongoing program of professional development through self-guided study, involvement with appropriate professional organizations and participation in workshops, conferences, etc.

**Other related duties as assigned by Management Team.**

**Professional Responsibility and Accountability**

- Recognizes personal attitudes, beliefs, feelings and values about health in their interactions with clients, families and community;
- Understands, interprets and implements the mission, vision, and values of Nine Circles Community Health Centre;
- Demonstrates the ability to reflect on personal and team practice through a systemic evaluation of professional competencies, acceptability, quality, efficiency and effectiveness of practice;
- Demonstrates understanding of and ability to use research findings to guide the delivery of services;
- Takes preventative and/or corrective action individually or in partnership with others to protect individuals in unsafe, incompetent, or unethical circumstances;
- Develops and implements an individual plan for professional growth and development including participation in professional organizations and activities, workshops, seminars and staff development programs.

**Administrative Responsibility and Accountability**

- Provides supervision, mentorship, orientation, observational and participation opportunities to students, volunteers and clients ensuring that program goals and objectives are met;
  - Identifies and collects performance and quality improvement data and initiates corrective actions;
  - Maintains productivity standards and practices effective time management and prioritization of work;
  - Completes relevant administrative functions and documentation (i.e. educational requests, vacation requests, incident reports, and expense accounts);
  - Actively participates in relevant meetings and committees (i.e. Program Development meetings);
  - Participates in the orientation and training of new staff and volunteers;
  - Participates in interdisciplinary meetings, task forces and projects;
  - Participates in the development and implementation of appropriate tools and strategies needed for assessments, program planning/development and evaluation including annual work plans, quarterly and annual reporting;
  - Adheres to Nine Circles policies and procedures and Standard of Care guidelines; and
  - Participates in the development, implementation and maintenance of appropriate policies and procedures and Standards of Care guidelines.
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- Other related duties as assigned by, and negotiated with, the Management Team.

## Appendix

### Treating Clients at Nine Circles

#### Intake and Assessment

Client(s) and their family are assessed using a systems approach. A thorough multi-faceted assessment including DSM IV; CODI quadrants; suicide risk scale and client self assessment (derived from Beck Depression Inventory).

Clients and their systems are **triaged** according to their need for psycho-social intervention and need for adjunct treatment and assessment.

#### Treatment

Clients are actively involved in the modality of therapy chosen along with the therapist. Intervention chosen range from brief solution-focused; cognitive behavioural therapy; motivational interviewing; narrative therapy and dialectical behaviour therapy. All approaches incorporate a **systemic** approach i.e. treating the client(s) within the larger system of their significant others, community and care team. A variety of mind-body techniques are also used such as **mindfulness** and **Self Regulation Therapy** (using the body and nervous system to increase the client's ability to self-regulate).

Therapists function as autonomous mental health therapists who work collaboratively within the integrated health care team of Nine Circles.

#### Groups

A variety of therapeutic groups are offered to HIV positive clients and their significant others, as well as those who are high risk. Group approach focuses on increasing client's capacity to cope with stress and increase their support system. Groups teach self care skills as well as offering peer support. Groups also allow clients who are coping with addiction issues to move along the stages of **change** with the support of peers and therapists. Discussion in groups is guided to ensure therapeutic exchanges between clients.

Client contact and intervention is 60-70% of hours.

#### Evaluation

Statistical reporting done daily and accumulated monthly for group and individual session attendance to assess salient issues and demographic data.

Develop and administer client self-assessment and track progress along indicators at six months and or upon discharge from therapist's care. Maintain client data base.

Engage in supervision with a qualified peer to review cases and therapeutic intervention.

Consult to other Nine Circles Team members on psycho-social issues pertaining to client care as well as other agencies. Network, network, network

Present at conferences on issues related to mental health care of those infected/ affected with HIV.