



POSITION DESCRIPTION

POSITION: **Youth Mental Health Community Counsellor**

PROGRAM: Huddle NorWest

RESPONSIBLE TO: Huddle NorWest Coordinator

DATE: November 2023

POSITION SUMMARY:

The overall purpose of this position is to provide counselling and support to youth accessing services at NorWest Co-op Community Health's youth integrated service centre. This position will work with both internal and external partners in the development, implementation and provision of services. Hours for this position are day, evening and weekend.

QUALIFICATIONS:

1. Bachelors Degree in a related field, including: Social Work; Psychiatric Nursing; Occupational Therapy; Counselling or other. Registration with applicable College required.
2. Experience in counselling youth with mental health concerns.
3. Experience with working in community development and community outreach.
4. Knowledge of community resources and community development principles and practices.
5. Strong communication and problem solving skills.
6. Empathetic, non-judgmental approach.
7. Ability to work well within an interdisciplinary team in a variety of settings.
8. Knowledge & experience with diverse cultures & economic backgrounds.
9. Child Abuse Registry and Criminal Records Check.

RESPONSIBILITIES:

1. Promotes Huddle NorWest at community events, schools, and online social media channels.
2. Obtains psychosocial and health history / performs intake as appropriate.
3. Provides assessment (where applicable), as well as referral to both internal and external service providers.
4. Provide counselling, advocacy and follow-up.
5. Ensures client centered approach to care.
6. Collaborates effectively with clients, families/caregivers, providers and community agencies as needed per PHIA.
7. Ensures accurate daily statistical data collection and reporting per MIS, QI process and other required reporting measures.
8. Ensures use of evidence based practice /standards in daily work.
9. Actively participates on NorWest committees and team meetings as assigned.
10. Participates in QI, patient safety and risk management initiatives as assigned.
11. Support student mentorship as required.
12. Ensures confidentiality and privacy of client information per PHIA.
13. Ensures all organizational and business information remains confidential per PIPEDA.
14. Actively participates in program development and evaluation activities.
15. Advocates the interests of individual clients including helping them to gain access to good health care.
16. Collaborates with members of the health care team at Huddle NorWest and participates in client conferences as appropriate.
17. Participates in team meetings and planning activities.
18. Engages in continuing education and in the upgrading of knowledge and skills relevant to practice of associated field.

19. Holds confidential all information about a client learned in the health care setting except where release of information may be required in the course of duties and responsibilities and in accordance with corporate policy governing proper release of information.
20. Other duties as assigned.

Licenses/Registrations:

Registration as applicable to post-secondary education.

Approval:



Executive Director

November 2023

Date