

Position Title: **Project Choices Counsellor**

Program/Service: Community Development

Labour Class:

Union: MAHCP

Date: – updated from January 2019

**Education/Training Required:**

1. Bachelor of Social Work degree required.
2. Current Practicing registration with the Manitoba College of Social Workers as RSW.

**Position Summary:**

- A. Counselling and Support
- B. Program Development, Promotion and Delivery
- C. Interagency Networking
- D. Quality Improvement and Patient Safety
- E. Integration, Collaboration & Teamwork

**Responsibilities:**

- A. Counselling and Support
  - a. Obtains psychosocial and health history / performs intake as appropriate per program criteria and standards of practice.

- b. Provides clinical assessments – youth and adult women.
  - c. Provide counselling to women of child bearing age (12 and up) using Motivational Interviewing models as needed in the area of:
    - FASD prevention and addictions
    - Reproductive health and pregnancy choice counselling
    - Relationship, health and social wellness issues
  - d. Provides advocacy and referrals to both internal and external service providers.
  - e. Provides outreach to designated agencies to support hard to reach women and youth as required.
  - f. Collaborates effectively with clients, families/caregivers, providers and community agencies as needed per PHIA and The Protecting Children Information Sharing Act.
  - g. Ensures timely and accurate documentation of client encounters and document / task management using EMR per documentation standards to ensure continuity and safety of client care.
  - h. Provide coverage for social work intake on a rotational basis as part of the broader social work team at NorWest Co-op.
- B. Program Development, Promotion and Delivery
- a. Takes a lead in planning and delivery of innovative programs related to prevention of alcohol related pregnancies, using CHOICES model of service delivery.
  - b. Collaborates with program team members and Coordinator on innovative harm reduction programming including resource acquisition, scheduling, outreach, presentations, facilitation, and promotion.

- c. Takes a lead in the development and coordination of innovative promotional strategies and educational resources for the program as required to be used at community events, schools, presentations, agency contacts and online social media channels.
- d. Attends and/ or chairs related program planning and evaluation team meetings to determine and develop as needed data collection and evaluation tools (Surveys, validated screening tools).
- e. Responsible for the ongoing monitoring and data collection as required to meet funding requirements and standards of care i.e., financial statements, yearly reports, statistics.

#### C. Interagency networking

- a. Actively seeks out and maintains interagency and community resources and partnerships to support women, children and youth around FASD prevention.
- b. Participates on related interagency committees and FASD initiatives.
- c. Promotes Project Choices to community partners and related agencies.
- d. Acts as a resource to all NorWest programs and the community.

#### D. Quality Improvement and Patient Safety

- a. Ensure client/customer centered approach to care
- b. Participate in QI and Patient Safety initiatives
- c. Ensure ethical conduct and practice in daily work
- d. Ensure accurate and timely data/statistical collection and reporting
- e. Ensure confidentiality of all client information per PHIA
- f. Ensure confidentiality and privacy of Staff, Volunteers and Board members per PIPEDA

- g. Ensure use of evidence-based practice in daily work
  - h. Use respectful communication and approach with clients and staff
  - i. Actively participate in program development and evaluation as required
  - j. Responsible to prepare for and engage in supervision and participates in debriefing as required.
- E. Integration, Collaboration & Teamwork
- a. Ensure daily collaborative approach and teamwork
  - b. Actively participate on designated team meetings
  - c. Actively participate on designated internal committees and projects
  - d. Support student development and mentorship as required
  - e. Communicates/shares relevant information with team members in a timely and appropriate manner

**Experience Required:**

- A. Minimum two years supervised in-person counselling experience.
- B. Demonstrated knowledge of Motivational Interviewing strategies.
- C. Demonstrated knowledge of issues related to addictions and harm reduction strategies.
- D. Thorough knowledge of alcohol use in pregnancy, addictions, FASD and the underlying issues for women, their children and families
- E. Experience working with diverse cultures and economic backgrounds, multi-barrier individuals with complex needs with mental health and addictions.

- F. Demonstrated competence in risk and clinical assessment.
- G. Demonstrated experience in program planning and group facilitation.

**Personal Qualifications/Characteristics Required:**

- A. Strong counselling and communication skills.
- B. Strong problem-solving skills and ability to use own initiative when necessary.
- C. Knowledge of community resources, harm reduction strategies and community development principles.
- D. Empathetic, non-judgmental approach.
- E. Keeps all organizational/business information confidential.
- F. Actively seeks out learning opportunities.
- G. Accountability to individual, team, and organizational workload/deadlines.
- H. Up to date knowledge of Mission, Vision, Values, Strategic Priorities and Team Objectives.
- I. Up to date IT / social media use and knowledge of MS Office; EMR experience an asset.
- J. Valid Driver's License and Access to a Vehicle.
- K. Subject to Police Records Check (including vulnerable persons).

**Licenses/Registrations:**

Registration with the Manitoba College of Social Workers (RSW).

Approval:



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**Executive Director**

November 2023

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**Date**