



## **POSITION DESCRIPTION**

POSITION: **Teen Clinic Counsellor**

PROGRAM/SERVICE: Community Development / Primary Care

Labour Class: Huddle NorWest Coordinator

DATE: November 2023

As a part of the NorWest Primary Care staff team and will provide on-site direct counselling support to NorWest Teen Clinics at Sisler High School and Access NorWest.

Provide on-site direct support at teen clinics hosted by select partner organizations (e. g. Mount Carmel Teen Clinic, Elmwood Teen Clinic, etc.)

Provide indirect support to above and other partner agencies (e. g. Youville Centre and Aboriginal Health and Wellness Centre of Winnipeg) in the form of education, consultation and resource development.

### **EDUCATION/TRAINING REQUIRED:**

Bachelor's Degree in related field, including: Social Work; Occupational Therapy (MOT); Counselling; or other. Registration with applicable College required.

### **POSITION SUMMARY**

- a. Experience in counselling youth with mental health concerns.
- b. Knowledge of brief intervention therapy, solution-focused, and narrative therapy.
- c. Knowledge of crisis intervention and harm reduction principles.
- d. Experience in group facilitation and presentations.
- e. Experience with statistical tracking and completing funder /government reporting.
- f. Knowledge of youth mental health resources and community development principles and practices.

- g. Knowledge and experience with diverse cultural groups, LGBT2SQ+ youth and gender issues.
- h. Demonstrated commitment to ongoing professional development.
- i. Strong communication and problem-solving skills.
- j. Ability to work well within an interdisciplinary team in a variety of settings.
- k. Ability to work independently and demonstrated decision making abilities.
- l. Experience with Electronic Medical Records (Accuro) an asset.
- m. Valid driver's license and access to a vehicle required.
- n. Child/elder abuse and criminal records check required.

### **RESPONSIBILITIES**

- a. Provide early intervention mental health services at partnership Teen Clinics: Access NorWest, Elmwood Teen Clinic, Mount Carmel Clinic Teen Clinic, Sisler Teen Clinic, and others as mutually agreed upon with partnering agencies.
- b. Offers services on a drop-in basis and integrated into existing Teen Clinic teams.
- c. Provide indirect support to partnering agencies in the form of education, consultation, and resource development.
- d. Obtains psychosocial and health history / performs intake as appropriate.
- e. Provides assessment (where applicable), as well as referral to both internal and external service providers.
- f. Provide counselling, advocacy and follow-up.
- g. Ensures client centered approach to care.
- h. Collaborates effectively with clients, families/caregivers, providers and community agencies as needed per PHIA.
- i. Ensures accurate daily statistical data collection and reporting per MIS, QI process and other required reporting measures.
- j. Ensures use of evidence based practice /standards in daily work.
- k. Actively participates on NorWest committees and team meetings as assigned.

- I. Participates in QI, patient safety and risk management initiatives as assigned.
- m. Support student mentorship as required.
- n. Ensures confidentiality and privacy of client information per PHIA.
- o. Ensures all organizational and business information remains confidential per PIPEDA.
- p. Actively participates in program development and evaluation activities.
- q. Advocates the interests of individual clients including helping them to gain access to good health care.
- r. Participates in team meetings and planning activities.
- s. Establishes linkages/referral to appropriate services and advocated for appropriate services for teens/youth.
- t. Engages in continuing education and in the upgrading of knowledge and skills relevant to practice of associated field.
- u. 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.

**Licenses/Registrations:**

Registration as applicable to post-secondary education.

Approval:

A handwritten signature in black ink, appearing to read "Nancy Hennels".

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**Executive Director**

November 2023

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**Date**

