

JOB DESCRIPTION

Counsellor

Department: Project CHOICES

Updated:

Union: Professional Technical: MAHCP

Project CHOICES uses a person centered, harm reduction approach to providing information and brief support for women (cis and trans) who are at risk of having an alcohol exposed pregnancy. Individuals that are not currently pregnant and 16 years of age and older are offered four counselling sessions and one contraception consultation visit. The program uses motivational interviewing strategies to encourage participants to change either or both of the target behaviours of risky drinking and ineffective contraception use. Through partnerships, the program also provides adapted programming to a limited number of male youth participants. Individuals are encouraged to self-refer. Services are delivered in community and correctional services settings.

Qualifications

- Undergraduate degree in the social sciences, graduate degree preferred
- Minimum two years supervised in person counselling experience
- Demonstrated understanding of harm reduction
- Demonstrated ability to work with people who use drugs and alcohol
- Thorough knowledge of alcohol use in pregnancy, addictions, FASD and the underlying issues for women, their children and families
- Knowledge of Motivational Interviewing strategies
- Thorough knowledge of posttraumatic stress, the recovery process and experience counseling people affected by trauma
- Proven ability to work from an empowerment model
- Demonstrated competence in risk and clinical assessment
- Awareness of and sensitive to issues of cultural diversity
- Ability to work independently and demonstrated decision making abilities
- Proven ability to promote team and program functioning
- Demonstrated effective communication skills
- Ability to work flexible hours, including evenings
- Knowledge of community resources would be an asset
- Excellent interpersonal skills

Requirements

- Satisfactory Criminal Record, Child Abuse and Adult Abuse Registry checks
- Registration with relevant professional regulatory association

Responsibilities:

- Provides counseling, support, information, referral and links to appropriate community resources
- Adheres to CHOICES model of service delivery
- Liaise with community resources and service organizations

- Participate in program development
- Provide clinical assessments
- Work as part of a team and promote team functioning
- Assist in the development of resource material
- Charts appropriately according to Klinik Policies
- Participates in training courses and in-services offered elsewhere and by Klinik in order to maintain and improve quality of service
- Participates in program planning, evaluation and quality monitoring including completing daily statistics
- Participates in formal self-evaluations by identifying strengths and limitations
- Seek appropriate supervision/consultation of own actions
- Perform other duties and functions related to their job description not exceeding above stated capacities

Practice

- Documents client care in accordance with agency and program standards
- Actively participates in clinical supervision
- Demonstrates clinical competency using a variety of therapeutic modalities
- Attends professional development opportunities to enhance knowledge and skills
- Liaises and consults with external service providers
- Seeks internal and external consultation to assist with complex practice issues
- Ensures high quality clinical care through assessment, planning and regular review of client's goals

Organizational

- Attends program and agency staff meetings
- Attends required Klinik trainings
- Adheres to all Klinik policies and procedures
- Notifies Management Team of concerns or risks as soon as they arise

Communication

- Articulates complex information clearly and concisely in spoken and written formats
- Gives and receives feedback in a constructive and professional manner
- Advocates for a person or cause by adhering to principles of empowerment and collaboration

Teamwork

- Builds and maintains collaborative and respectful working relationships
- Models and actively fosters positive team culture
- Communicates directly and professionally with volunteers and team members across the organization
- Provides expertise, information and support to others
- Follows a constructive and effective process to resolve conflict
- Supports optimal access to service by assisting the Management Team in supporting effective and efficient program workflows

Work Habits

- Ensures accuracy and high standards for work
- Organizes, prioritizes, plans and coordinates own tasks to complete work efficiently
- Demonstrates accountability and follow through on commitments and goals
- Adapts to change and displays openness to new ideas and approaches