

	JOB DESCRIPTION		
	Position Title: Program: Service: Accountable to:	Adult Life Skills Counsellor Developmental Services Manager	
Issued By: Date Issued:	Fern Schiiler August 18, 2021	Date Revised: Classification:	

PURPOSE AND SUMMARY

Under the direction of the **Developmental Services Manager** or designate, the Adult Life Skills Counsellor will ensure the supervision, safety, and support of individuals with developmental disabilities and/or mental health diagnosis in a group home setting for up to 3 young adults. The position also includes helping these individuals grow and develop their rational decision-making skills as well as foster and develop basic life skills, knowledge and meaningful relationships while waiting to be transferred to the Developmental Services Ontario program (DSO).

DUTIES AND RESPONSIBILITIES

1. Service Responsibilities

Under the direction of the Developmental Services Manager, the Adult Life Skills Counsellor is responsible to:

- a. Provide consistent supervision and support to individuals in a residential setting with a developmental disability and/or mental health diagnosis.
- b. Support and facilitate the development of the individual's personal skills with respect to the treatment goals and/or personal goals by utilizing agency and community resources.
- c. Support and facilitate youth in the areas of accessing transporting systems, employment options that may include ODSP assistance, management of finances, meal planning and preparation, communication skills, domestic skills, personal skills, and the administration and prescribing and recordings of prescribed medications.
- d. Facilitate access to emergency services and provide first aid as required.
- e. Attend therapy sessions and all appointments as scheduled.
- f. Deliver services in keeping with the agency's mission, vision, and core values.
- g. Prepare written reports and progress reports as per Dilico Case Management System requirements.
- h. Participate as an active member of the support team.
- i. Ensure that the culture and traditions are practiced and promoted throughout all program activities, as appropriate.
- j. Ensure effective communication across all team members as required.
- k. Other duties related to the position as may be assigned by the Developmental Service Manager.

2. Organizational Responsibilities

As a representative of Dilico, the Employee is responsible for:

- a. Act appropriately and fully respect all aspects of agency standards, policies and relevant legislation.
- b. Participate willingly and constructively in the supervision process.
- c. Propose changes within Dilico that would improve the quality of service to Anishinabek children and their families.
- d. Apply native culture, values, traditions, and teachings into programming where possible.
- e. Ensure accuracy, confidentiality and safekeeping of agency and client's records.
- f. Participate constructively as a team member in team meetings, seminars and training sessions as required by the Unit Supervisor or designate.
- h. Develop a sound knowledge of the Anishinabek culture and the principle issues affecting the mental health of the Anishinabek youth, adults, families and communities in the city and district of Thunder Bay;
- i. Develop sound knowledge of the positive traditional influences that could promote mental health and wellness of Anishinabek youth, adults, and families in the district of Thunder Bay. The ability to promote and apply Anishinabek culture, values, traditions, and teachings in the work of the residential team where appropriate.
- j. Developing and maintaining respectful, cooperative working relationships with Anishinabek children, families, communities, and other service workers to promote an integrated, seamless delivery of services.

QUALIFICATIONS

1. Education

A College Diploma in Developmental Services, Child Youth Worker, Social Services or Mental Health related field. Experience working with individuals with developmental disabilities and mental health diagnosis. DBT training considered an asset.

2. Work Experience

- a) Experience working with individuals with developmental disabilities and mental health diagnosis.
- b) Experience in the provision of individual support and crisis management.
- c) Candidates without the specific education qualifications and where the position does not require certified qualification to practice, but who possess an appropriate combination of experience and other academic qualifications will also be considered.

3. Skills/Abilities

- a. Sound knowledge of the Anishinabek culture and the principle issues affecting the mental health of Anishinabek children, families and communities in the City and the District of Thunder Bay.
- b. Sound knowledge of the positive traditional influences that could promote mental health and wellness of Anishinabek children and families.
- c. Developing and maintaining respectful, cooperative working relationships with Anishinabek children, families, communities, and service workers to promote an integrated, seamless delivery of service.

- d. Ability to effectively respond to crisis situations and follow behaviour support plans.
- e. Sound knowledge of household management.
- f. Ability to participate in ongoing training.
- g. Excellent written and oral communication skills.
- h. Good planning, organization, problem solving, decision-making and liaison skills.
- i. Ability to administer medications safely.
- j. Ability to take direction as well as to work independently.
- k. Ability to work as a member of a team.
- l. Sound knowledge of the treatment and healing processes.

CONDITIONS OF EMPLOYMENT

- a. Ability to work flexible hours as determined by the Developmental Services Manager or designate in relation to service requirements.
- b. Must possess a valid Class G Driver's License and access to a reliable personal vehicle with \$1 million dollar liability.
- c. Must provide a clear TB skin test.
- d. Must hold a valid Standard First Aid/CPR Certificate.
- e. Must complete a satisfactory criminal records check.

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.