

	JOB DESCRIPTION		
	Position Title: Program: Service: Accountable to:	SNAP CHILD AND FAMILY COUNSELLOR Mental Health and Addictions SNAP® Program SNAP® Program Manager	
Issued By: Date Issued:		Date Revised: Classification:	April 4, 2016

PURPOSE AND SUMMARY

Under the direction of the SNAP® Program Manager, the SNAP® Child and Family Counsellor will ensure the current developmental, treatment, and psycho-social needs of children, youth, and families are met by actively participating in the provision of assessment and treatment.

SNAP® Child and Family Counsellors (CFCs) have a sound understanding of the theories that inform the development and treatment of problem behaviours and emotional difficulties in latency-aged children and their families. CFCs must engage often hard-to-reach clients and work collaboratively with the family to develop a treatment plan tailored to their individual strengths and needs, managing risky behaviours when necessary. FCW's endorse a scientist-practitioner model, delivering an evidence-based program which includes individual, family and group counselling; within the framework of the agency's vision and mission. Working on a multi-disciplinary team CFCs have an understanding of the complexities of family life, group dynamics, role-play, and behaviour management techniques. CFCs have highly developed skills and relate effectively to a wide variety of audiences and are responsible for liaising with child welfare, schools, police and other community partners.

DUTIES AND RESPONSIBILITIES

Key Responsibilities

1. **Service Responsibilities**
 - a. Assesses child and family strengths and needs, including risk identification, according to program standards
 - b. Develops treatment plans and goals in conjunction with the family, addressing risk management
 - c. Provides internal and external case management and service coordination for designated clients
 - d. Carries out various treatment components outlined in case management and treatment plans, including but not limited to: individual, family, and group counselling with parents and child, effectively liaises, consults, and collaborates with other service providers (e.g., police, schools) and makes appropriate use of community

Job Description – SNAP FAMILY AND CHILD WORKER

- resources, acts as an advocate when needed (within the school and child welfare systems)
- e. Works within the following environments: home, community, school, on-reserve schools
 - f. Implements SNAP[®] therapeutic model guided by CBT framework and may incorporate additional therapeutic modalities as required.
 - g. Follows program guidelines including the writing of reports, and record keeping
 - h. Participates in quality assurance, evaluation, data collection and research activities
 - i. Manages high-risk and aggressive behaviour in accordance with agency standards
 - j. Carries out discharge planning with families
 - k. Actively participates and makes use of on-going clinical supervision
 - l. From time to time, participates in committees internal or external to the agency
 - m. Travels to First Nations District offices to deliver program in identified on-reserve schools
 - n. Represents agency in a positive manner, promotes public relations by interpreting agency services to other organizations and community groups as needed, participates in recruitment activities
 - o. Takes responsibility for monitoring the work facility and makes a reasonable effort to ensure a safe and healthy environment
 - p. Works flexible hours to meet the needs of clients
 - q. where Agency services are not appropriate, making recommendations to the child and family regarding alternative services and assisting them in linking with these;
 - r. as directed by the SNAP[®] Program Manager, providing field instruction for College and University students on placement at the Agency;
 - s. participating in team meetings and other team activities;
 - t. responding appropriately and in a timely manner to crises situations involving clients of the SNAP[®] Program, including assessing and addressing high risk behaviours (self-harm, suicide)
 - u. reporting immediately to the SNAP[®] Program Manager, any incidence and/or indicators of child abuse, physical or sexual, in any case with which the agency is involved.

2. **Organizational Responsibilities**

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

- a. reflecting and interpreting the Agency Vision, Mission and Core Values in his/her own work with enthusiasm and commitment;
- b. acting in accordance with relevant legislation and Agency Policies, Standards and Procedures;
- c. proposing changes within Dilico that would improve the quality of service to Anishinabek children, families and communities;
- d. developing and maintaining respectful, cooperative working relationships to contribute to the integrated, seamless delivery of services to Anishinabek children, families and communities;
- e. understanding his/her role and responsibility in maintaining a safe workplace and reducing workplace injuries;

Job Description – SNAP FAMILY AND CHILD WORKER

- f. applying Anishinabek culture, values, traditions and teachings into programming where possible;
- g. ensuring accuracy, confidentiality and safekeeping of agency records;
- h. participating constructively in the supervision process with the immediate Manager.

QUALIFICATIONS

1. **Education**

A minimum two-year Human Services Diploma is required. A HBSW is preferred.

2. **Work Experience**

Two or more years experience in the provision of counselling services to Anishinabek children, youth, and their families is preferred. 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 District of Thunder Bay;
- b. sound knowledge of the positive traditional influences that could promote mental health and wellness of Anishinabek children 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 Child and Family Team where appropriate;
- 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 understand or speak an Anishinabek language would be considered an asset;
- e. a capacity to relate effectively with Anishinabek children, youth and families with mental health needs;
- f. excellent planning, organization, problem-solving, decision-making and liaison skills;
- g. knowledge of systems theory as it applies to the Native family, school, community and social service organizations;
- h. must be able to follow direction and work with little or no supervision as may be required;
- i. ability to conduct client interviews, assessments, referrals, group facilitation and group therapy;
- j. good knowledge of computer applications;
- k. knowledge and understanding of the Child and Family Services Act and the Mental Health Act and other relevant legislation;
- l. knowledge of community agencies/resources;
- m. ability to advocate for Aboriginal children, adolescents and families within the community;

Job Description – SNAP FAMILY AND CHILD WORKER

- n. ability to maintain confidentiality;
- o. ability to work as a member of a multi-disciplinary team;
- p. good written and verbal communication skills;
- q. ability to work within the policies, standards, procedures and the vision, mission and core values of Dilico Anishinabek Family Care
- r. good knowledge of the Anishinabek culture and issues affecting Anishinabek children, families and communities in and around the district of Thunder Bay;

CONDITIONS OF EMPLOYMENT

- a. satisfactory Criminal Records Search;
- b. ability to work flexible hours as determined by the Counselling Services Manager in relation to service requirements;
- c. must possess a Class “G” Driver’s Licence and have access to a personal vehicle;
- d. a valid Standard First Aid/CPR Certificate is recommended.
- e. some travel to the First Nations communities in and around the District of Thunder Bay will be required;

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.