

	<b>JOB DESCRIPTION</b>	
	<b>Position Title:</b> <b>Program:</b> <b>Service:</b> <b>Accountable to:</b>	<b>DISTRICT NATIVE CHILD AND FAMILY COUNSELLOR</b> Mental Health and Addictions District Mental Health and Addictions District Mental Health and Addictions Services Manager
<b>Issued By:</b> <b>Date Issued:</b>		<b>Date Revised:</b> <b>May 2015</b> <b>Classification:</b>

## PURPOSE AND SUMMARY

Under the direction of the District Mental Health and Addictions Services Manager, the District Native Child and Family Counsellor will provide clinical assessments, planning, treatment and counselling to children and their families, and consultations regarding community behavioural assessments and intervention. The District Native Child and Family Counsellor will also provide clinical support services and case management to those Anishinabek adults that have a serious mental illness. The primary responsibility is the provision of counselling services in a wholistic approach for the entire family and/or caregivers. The District Native Child and Family Counsellor is the primary on-site treatment resource to Dilico and community direct service staff and Anishinabek members with the vision, mission and core values established by Dilico Anishinabek Family Care delivery from the point of Intake to discharge for all assigned children, youth, and families receiving agency service.

## DUTIES AND RESPONSIBILITIES

### 1. Service Responsibilities

Under the direction of the District Mental Health and Addictions Services Manager, the District Native Child and Family Counsellor is responsible for:

- a. coordinating and providing counselling, consultation, clinical assessments, therapy and follow-up for all clients in accordance with the agency's mandate, policies and procedures in a wholistic approach for the entire family and/or caregivers;
- b. coordinating, providing counselling/case management to clients that have a serious mental illness; coordinating care with consulting psychiatry and local general practitioners;
- c. administering Ministry required as well as agency required mental health and addiction assessments, providing pre-treatment services to clients requiring residential treatment providing counselling and healing to clients with a concurrent disorder or dual diagnosis;

- d. Completing certification in the MOHLTC required, standardized assessment tools;
- e. providing written reports, assessments and appropriate documentation in client files in keeping with the standards and procedures of Dilico Anishinabek Family Care;
- f. making recommendations to the child and family regarding alternative services and assisting them in linking with these resources, where Agency services are not appropriate;
- g. attending and actively participating in team meetings and treatment conferences in order to facilitate integrated service delivery through consistently sharing information with the team regarding care management;
- h. participating constructively in evaluating the District Mental Health and Addictions Services and system effectiveness and recommending necessary changes to the District Mental Health and Addictions Services Manager as may be required;
- i. completing all necessary performance statistics reports;
- j. participating in client-related interagency meetings;
- k. providing education and training to agency and community, community members, Councils and committees regarding behavioral assessment, planning and intervention with respect to individuals, families and groups;
- l. reporting immediately to the District Mental Health and Addictions Services Manager incidents or suspicions of physical and sexual abuse and ensure completion of all necessary documentation;
- m. completing and maintaining certification in the Child & Adolescent Needs & Strengths (CANS) and other relevant Ministry of Children and Youth Services initiatives.

## 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;
- 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 Social Work Diploma or Diploma in a related field is required. A three-year BSW Degree is preferred.

### 2. Work Experience

Two or more years experience in the provision of counselling services to Anishinabek children, youth or their families. 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 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 Ojibway or Oji-Cree would be considered an asset;
- e. ability to collaborate effectively within a multi-disciplinary team;
- f. good planning, organization, problem-solving, decision-making and liaison skills;
- g. knowledge of systems theory as it applies to the Anishinabek family, school, community and social service organizations;
- h. ability to liaise productively with social service agencies and community staff members;
- i. ability to conduct counsellor/client interviews, assessments, planning and treatment, referrals, group facilitation and group therapy;
- j. must be able to follow direction and work with little or no supervision as may be required;
- k. good written and verbal communication skills;
- l. ability to maintain confidentiality;

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- m. ability to work within the policies, standards, procedures and the vision, mission and core values of Dilico Anishinabek Family Care;
- n. 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; including a Vulnerable Sector Search;
- b. a valid Standard First Aid/CPR Certificate is required;
- c. ability to work flexible hours as determined by the District Mental Health and Addictions Services Manager in relation to service requirements;
- d. must possess a Class “G” Driver’s Licence and must have access to a personal vehicle;
- e. medical and up-to-date immunization recommended but not mandatory.

**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.