



EXTERNAL POSTING

JOB TITLE:	Counsellor (Bachelor's/Master's Degree), 0.8 FTE, Permanent
START DATE:	ASAP
LOCATION:	Two days a week in Carleton Place, two days a week in Perth, following current COVID protocols, with remote working
JOB DESCRIPTION:	Attached
JOB SUMMARY:	Provide counselling to children, youth and families
REPORTS TO:	Team Leader
HOURS OF WORK:	56 hours/biweekly Evening Work and occasional weekend work required
SALARY GRID:	Counsellor grid \$50,751.61 – \$65,753.41 prorated plus \$1,500 educational bonus for Master's Degree
QUALIFICATIONS:	<p>Bachelor's or Master's Degree in Social Work, or equivalent</p> <p>Registration with either the College of Social Workers/Social Service Workers or the College of Registered Psychotherapists of Ontario.</p> <p>Knowledge of family violence, high risk families, child development is essential.</p> <p>Must have full use of vehicle and valid Ontario driver's license.</p>
TO APPLY:	<p>Please indicate interest in writing to</p> <p>Karen Moore, Clinical Director</p> <p>kmoore@opendoors.on.ca</p> <p>by 4:30p.m., January 19th, 2021</p>

OPEN DOORS FOR LANARK CHILDREN AND YOUTH
JOB DESCRIPTION AND SPECIFICATIONS

JOB TITLE: Counsellor (Bachelor/Masters)

DATE REVISED: June 25, 2012

JOB SUMMARY: Responsible for providing clinical services to children, youth and their families.

REPORTING TO: Team Leader

RESPONSIBILITIES:

1.0 DIRECT SERVICE

- provides counselling services to children, youth and their families. Service will include intake, assessment, crisis intervention and participation in the agency consultation model. Clinical intervention may also typically involve specialized therapeutic interventions.
- services may be delivered in the home, school or community to individuals, groups and families
- responsible for providing case consultation to team members within the agency.
- act as case manager in evaluating, planning, coordinating, arranging and/or providing for appropriate support and intervention with clients
- consult with appropriate specialized services to assist in the appropriate treatment of clients
- facilitate referrals as required
- participate in PATH and case conferences, as required
- provides follow up with clients as appropriate
- support the agency after hours service by participating in the agency standby rotation
- administers CAFAS and/or BCFPI for appropriate clients

2.0 COMMUNITY

- attend case conferences with community partners
- provide community consultation to members of partner agencies
- participate in approved advocacy and co-ordination committees about issues affecting children and youth
- participates in approved community education activities

3.0 RESEARCH, STUDENTS, AND VOLUNTEERS

- may supervise students on placement
- may train and work with volunteers who support the agency
- may engage in approved program evaluation and research activities

4.0 ADMINISTRATIVE

- prepare and maintain all necessary documentation and statistics related to all activities in accordance with agency policies and standards
- participate in ongoing evaluation activities
- attend staff and team meetings
- may participate as a member of the Open Doors staff in internal and external meetings, public relations events and media contacts

5.0 TEAMWORK

- share in the responsibilities that foster positive teamwork
- share in the responsibility of fostering a safe environment that encourages consultation and peer support
- attend Counselling Team Meetings

Because of the changing nature of work and work to be done, other duties and responsibilities may be assigned.
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JOB SPECIFICATIONS:

Education/Experience

Bachelors or Masters of Social Work (or other appropriate equivalent degree) plus two years experience
Experience in a children's mental health setting preferred

NOTE: See Memorandum of Agreement attached

Abilities/Skills

Knowledge of sexual abuse, family violence high risk families, and child development essential
Demonstrated skills in at least one of advanced family therapy, sexual abuse/trauma treatment, play therapy or solution focussed therapies essential

Ability to work in Windows environment using WORD

Requirements

Valid Ontario Driver's License and access to a vehicle.

Must work flexible hours, including evenings and the occasional weekend hours

Participates in standby roster

Relationships

Key relationships will include team members, clients, CAS and other community agency frontline workers.

Work Conditions

Minor health hazards with little exposure. Generally works in an office environment

Financial

Routine individual activity (i.e. submitting expense claims, cheque requisitions).

COUNSELLOR POSITION RECRUITMENT CHANGES AS PER MEMORANDUM OF AGREEMENT SIGNED FEB. 8, 2013

Internal candidates shall be eligible to apply for an available Open Doors Counsellor position based on the following criteria:

- *Applicants shall provide a transcript to demonstrate that they have successfully completed a minimum of 66% of core counselling and child/family courses in a Bachelor's Degree in Social work or a related degree program deemed applicable by the agency and/or the College of Social Workers and Social Service Workers; plus 5 years experience as a Child and Youth Counselor or Early Years Counselor with the agency. (CYC's and ECE's are to check with their supervisor about the suitability of their program of study especially in the event they are enrolled in a degree program other than a Bachelor of Social Work).

- *Applicants must have participated in training opportunities (counseling skills, such as CBT, DBT, psychotherapy, solution focused training) at the agency for the previous two (2) years.

- *Successful candidates shall be presented with a Conditional Offer in which they shall be required to complete the relevant degree within two and one half (2.5) years from the date of hire in the Counsellor position.

- *Successful candidates will be remunerated as per Appendix "A" of the Memorandum of Agreement. A successful candidate will be offered a hiring salary at the same step as per the Counsellor grid that provides a wage increase. During the conditional offer period the employee may progress to the maximum of Step 7 on the Counsellor grid. Once at Step 7 they will not be eligible for further advancement on the Open Doors Counsellor grid until they have complied with all terms set forth in the Memorandum of Understanding.

- *Successful candidates must be members of the College of Psychotherapists of Ontario at such time as the new health regulation related to the Psychotherapy Act becomes law.

- *Should the successful candidate not fulfill the conditions as set forth above, they will not be eligible to apply to future Open Doors Counsellor positions until they have completed the required degree qualification. In addition their salary will be red circled until they have successfully completed the degree program.