


<b>FAMILY COUNSELLOR JOB DESCRIPTION</b>		
	Department	Alternative Care
	Immediate Supervisor	Service Supervisor
	Location	Sudbury or Manitoulin
	Salary Range	In accordance with Salary Scale

**OVERVIEW:**

Under the direction of the Service Supervisor, the FC will work collaboratively with all KGCFS resources the in ongoing communication with children, families, caregivers and relevant external agencies for assigned caseloads. Provides therapeutic intervention services including skill building, behavioural intervention, motivational interviewing, relapse prevention, rational emotive therapy and other cognitive strategies. Ensures that the family understands the issues identified in the risk management assessment and ensures that a support system is in place.

**MAJOR RESPONSIBILITIES:**

- Assists Supervisor in providing case consultation for therapists.
- Assists Supervisor in evaluating program needs.
- Provision of direct service to clients including counselling and access to concrete services such as child care, and availability of crisis intervention 24 hours a day by:
  - a) Observing family interaction in the home for a significant amount of time to accurately assess situation.
  - b) Providing therapeutic intervention services including skill building, behavioural intervention, motivational interviewing, relapse prevention, rational emotive therapy and other cognitive strategies.
  - c) Developing and presenting teaching strategies that will model appropriate behaviours, role playing, and rehearsing newly acquired skills.
  - d) Being available to provide a variety of services to the family from counselling to job training and house management/cleaning.
  - e) Participate in ongoing communication with children, families, caregivers and relevant external agencies for assigned caseload.
- Provides and prepares all professional participants to ensure clarity of roles by:
  - a) Providing information and referrals to other community service providers, resources and professionals as deemed necessary.
  - b) Responsible for contacting agency staff assigned to the case and ensures that all relevant information concerning risk and safety concerns involving client and family are met.
  - c) Working with a professional team and liaise with colleagues and other professionals.

- Co-facilitates with Supervisor weekly case management meetings.
- Analyzes and develops a plan of action by:
  - a) Meeting with families in their homes or communities to identify conference participants and to clarify confidentiality and potential safety issues.
  - b) Ensures that the family has an advocate or support person to attend the meetings and any important conferences as required.
  - c) Ensures that the views of the child/ and or children are always heard.
  - d) Assesses and develops a plan of action around issues of resistance or reluctance.
  - e) Explains the goals and effectiveness of their participation in the process.
  - f) Where the participants cannot agree on the Risk Reduction Plan the Coordinator will refer the matter to the Manager of Resource Services with an explanation of the reasons for failing to reach an agreement and pertinent recommendations.
  - g) Establishes an atmosphere of safety and respect that supports the strengths and integrity of the family group.
  - h) Involves the family members to establish guidelines about how they would like the discussions to happen.
- Maintain case files by:
  - a) Preparing and submitting caseload reports as requested.
  - b) Ensures that any changes made to the risk Reduction Plan are well documented.
  - c) Prepares and provides information on assessments, progress reports, completing caseload statistics for client files and providing this information to the Supervisor.
  - d) Follows up with assigned agency staff to ensure that the Risk Reduction Plan has been completed, signed off and a copy provided to the family, appropriate staff and any community/external service providers involved with the family
- Planning and Support by:
  - a) Interviewing the client and family.
  - b) Remaining neutral regarding the views of the participants while maintaining the principle that the protection of the children is paramount; adjourning the conference at the request of the participants for any reason where it is in the best interest of the child/children.
  - c) Assessing the problem and preparing case histories.
  - d) Outlines the basic structure of the organization to the client and family.
  - e) Contacts the clients and families to assess the willingness to participate in programs.
- Provides Community Liaison and Advocacy by:
  - a) Consulting with, advocating for, and coordinating client services with other agencies, professionals and systems.
  - b) Refer, as needed to other programs, services and resources.
  - c) Participate, as requested, in liaising and networking around issues pertaining to counselling and /or support of “at risk” families.

- d) Respond to requests from the community and from other professionals for information and presentations about the program and various issues that families face.

**QUALIFICATIONS:**

- Bachelor of Social Work degree or equivalent in education and experience, and
- At least two (2) years in family therapy and/or crisis intervention, and
- At least two (2) years of child care or family support is mandatory.

**KNOWLEDGE and SKILLS:**

- Must have excellent oral, written and communication skills.
- Tact, sound judgement, good skills in handling complex interviews.
- Ability to obtain confidence of children and families.
- Ability to respond to crisis situations.
- Ability to work flexible hours.
- Knowledge of existing community services and resources.
- Ability to function independently and frequently under pressure.
- Maintain detailed case management files, recording information including all required forms and documentation.
- Must have excellent facilitation, problem solving and conflict resolution skills.
- Cultural competency in working with a variety of First Nations families.
- Must have thorough understanding of function of Family Support teams, Guardianship teams and social services.
- Computer skills for Microsoft Word, Outlook and the Internet.
- Must be willing to authorize a “Criminal Record Search” and sign a “Declaration of Oath of Confidentiality.”

**Work Environment**

- \* The traditional practices of the Anishinabek will expose staff to wood smoke and the burning of sacred medicines, including tobacco, sweet grass, sage or cedar, will occur within the workplace.
- \* Positions in the field of Anishinabek Child Protection can be both mentally and emotionally challenging. The nature of the positions may expose incumbents to high levels of tension when dealing with issues. The tension includes a level of stress that is usually moderate with high levels occurring on occasions.
- \* Employees can expect there will be times they will encounter inclement weather conditions during the course of driving.

