

## **CHILD AND FAMILY COUNSELLOR –Community Mental Health Outreach Program**

**POSITION SUMMARY:** This position provides a community mental health service for children and youth with mild to moderate mental, emotional and behavioural problems, and their parents or caregivers. The focus is to assist children and youth with mild/moderate mental, emotional and behavioural problems so they are able to stay in their own homes, schools and communities and so they can function to their highest capacity as a result of the service.

**RESPONSIBLE TO:** Program Manager

**QUALIFICATIONS:** Counsellors in this program are required to have, at a minimum, a relevant Bachelor's Degree and specific training in mental health interventions and experience. It is preferable that staff also be able to be registered with an appropriate provincial body such as a Registered Social Worker, Registered Clinical Counselor, etc. Preferred qualifications will include a Master's Degree in a related social services field.

**JOB RESPONSIBILITIES:**

- Conducts mental health assessments using a trauma informed, developmental, bio-psycho-social approach as the framework for understanding the nature of the presenting problems
- Work collaboratively with CYMH clinicians to assist them in carrying out, monitoring, and evaluating treatment and/or care plans relative to counselling support and education
- Creates a treatment/service plan based on the assessment and the therapeutic alliance with the participant (in participant's words)
- Prepares written monthly reports to the referring CYMH clinician (when CYMH is providing service) outlining the progress towards goals of treatment
- Uses a wide range of evidence-based therapeutic interventions (including group, family and individual counselling), case management, skill enhancement and follow-up care to participants
- Provides outreach services at times that are convenient to the participants (some service may be required during non-traditional work hours)
- Provides outreach services in a location that is accessible, functional and conducive to participant's emotional wellbeing including school and the participant's own home
- Works as a member of a multi-disciplinary CYMH team to provide the full range of specialized services required for each case
- When more than one service is involved, utilizes an "Integrated Case Management" process to provide consistent and co-ordinated service delivery
- Links the program and services provided by the mental health and related system of care and community based mental health resources with the needs of children, youth and families
- Liaises with medical professionals, regional child and youth mental health clinicians, provincial mental health services such as Interior Health Children's Assessment Network, Child Psychiatry, BC Children's Hospital and Maples Adolescent Treatment Centre
- Takes part in collaborative activities in the community
- Builds and maintains positive working relationships with other service providers.
- Provides education and consultation to parents, caregivers and community professionals on mental health issues including group facilitation in collaboration with the CYMH Team Leader
  
- Applies relevant legislation, policies and procedures to child and youth mental health practice
- Maintains familiarity with the following: "The BC Handbook for Action on Abuse and Neglect", Guide to the Mental Health Act, Child and Youth Mental Health Service Standards, Child and Youth Mental Health Plan and appendices, Child and Youth Mental Health – Core Clinical competencies and performance criteria and MCFD CYMH Clinical Policy Manual
- Maintains files and monthly statistics as per organizational requirements

## COMPETENCIES:

- Has knowledge of child and youth mental health concerns, needs, treatments, interventions and resources
- Effectively uses a wide range of evidence-based treatment interventions
- Possesses an understanding of child/youth development
- Establishes and maintains effective therapeutic relationships
- Formulates objective conclusions based on assessment
- Provides clinical practice that is sensitive to issues of diversity and is aware of the influence of diversity on values, beliefs and attitudes, and in interactions with participants and professionals
- Demonstrates sound communication skills (active listening and clear language)
- Applies professional ethics to clinical practice and maintains professional boundaries
- Conducts appropriate mental health risk assessments
- Demonstrates ability to evaluate clinical outcomes based on treatment goals
- Uses effective assessment and referral skills
- Consults with colleagues and other professionals on specific cases
- Speaks to groups with confidence
- Works independently with minimal supervision
- Ensures file documentation is completed within organizational timelines
- Addresses difficult topics clearly, respectfully and without judgement
- Demonstrates sound decision making abilities
- Employs self-care strategies
- Maintains participant confidentiality

## **CHILD AND FAMILY COUNSELLOR - Family Counselling Program**

**Revised March 11, 2021**

**POSITION SUMMARY:** Work with families to improve communication, provide education regarding child development, help identify appropriate expression of feelings and educate regarding family of origin issues that may compromise current family functions. The primary intent of this program is to

provide therapeutic support and intervention to prevent or reduce the need for MCFD protective intervention.

**RESPONSIBLE TO:** Program Manager

**QUALIFICATIONS:** The Family Counselling staff are required to have, at a minimum, a relevant Bachelor's Degree and additional training (specific training in family violence issues, family treatment and developmental psychologies preferred). Preferred qualifications include a Master's Degree in a related social services field.

**JOB RESPONSIBILITIES:**

- Provide short term (1-4 months) outcome focused counselling to families and therapeutic support and intervention to prevent and reduce the need for MCFD protective intervention
- Conducts mental health assessments using a trauma informed, developmental, bio-psycho-social approach as the framework for understanding the nature of the presenting problems
- Implement interventions using only empirically proven, clinically acceptable methods of practice based on a comprehensive assessment of the family.

- Creates a treatment/service plan based on the assessment and the therapeutic alliance with the participant (in participant's words)
- Provides individual, group, and family interventions as appropriate to best meet the treatment goals
- Provide services in a collaborative manner with MCFD and community service providers using an Integrated Case Management practice as the framework
- In collaboration with the participant, develop a service plan that outlines goals/timeframes of service
- Provide discharge summaries within two weeks after closing the service
- Provide written monthly summaries to MCFD Child Protection outlining goals, strategies and progress of service (mandated service only)
- Participate in regular clinical supervision and seek additional support in the instance of unusual or critical incidents
- Maintain clinical files as per organizational requirements

#### COMPETENCIES:

- Has knowledge of the impact on family conflict/violence on children and youth and understanding of the concerns, needs, treatments, interventions and resources to address same
- Has knowledge of mental health concerns, needs, treatments, interventions and resources
- Effectively uses a wide range of evidence-based treatment interventions
- Possesses a clear understanding of child/youth development
- Possesses a clear understanding of the dynamics of interpersonal conflict and interventions to address same
- Uses effective verbal and written communication skills
- Undertakes tasks with creativity and flexibility
- Demonstrates awareness of participant needs, strengths, abilities and preferences
- Organizes meetings and works independently
- Completes file documentation according to program timelines
- Demonstrates cultural sensitivity and uses strengths based approach
- Addresses difficult topics clearly, respectfully and without judgement
- Demonstrates sound decision making abilities
- Uses effective assessment and referral skills
- Employs self-care strategies
- Is receptive to feedback and consultation

Maintains participant confidentiality

### **CHILD AND FAMILY COUNSELLOR – General**

**POSITION SUMMARY:** This position provides a counselling service for children and youth with mild to moderate mental, emotional and behavioural problems, and their parents/caregivers or adults with mild to moderate mental health/emotional issues. The focus is to provide short term outcome-focussed interventions to people living in the Creston area that are experiencing mild/moderate mental health/behaviour/communication issues. The intent of this program is to provide therapeutic support and intervention so participants can function to their highest capacity as a result of the service.

**RESPONSIBLE TO:** Program Manager

**QUALIFICATIONS:** Counsellors in this program are required to have a relevant Bachelor's Degree and/or Master's Degree depending on program needs. Specific training in mental health interventions and experience. It is preferable that staff are able to be registered with an appropriate provincial body

such as a Registered Social Worker, Registered Clinical Counselor, etc. and have a post- secondary Degree in a related social services/counselling field.

#### JOB RESPONSIBILITIES:

- Provide outcome focussed counselling and/or emotional/educational support to children, youth and adults using trauma informed/strengths based/solution focused, psycho-educational interventions
  - Provide counselling services to participants using a wide range of evidence-based therapeutic interventions (including group, family and individual counselling, case management, skill enhancement and follow up care to participants)
  - Conduct mental health assessments/screenings using a trauma informed, developmental, bio-psycho-social approach as the framework for understanding the nature of the presenting problems
  - Create a treatment/service plan based on the assessment and the therapeutic alliance with the participant (in participant's words)
  - Provide services at times that are convenient to the participants (some service may be required during non-traditional work hours)
  - Provide services in a location that is accessible, functional and conducive to participant' emotional wellbeing including school and the participant's own home
  - Provide discharge summaries within two weeks of terminating service
  - Work as a member of a multi-disciplinary team to provide a full range of specialized services required specific to each case
  - When more than one service is involved, utilize an "Integrated Case Management" process to provide consistent and co-ordinated service delivery
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- Link the program and services provided by the mental health and related system of care and community based mental health resources with the needs of children, youth and families
  - Liaise with medical professionals, regional child and youth mental health clinicians, and provincial mental health services as needed
  - Take part in collaborative activities in the community
  - Build and maintain positive working relationships with other service providers
  - Provide education and consultation to parents, caregivers and community professionals regarding mental health issues
  - Participate in regular clinical supervision and seek additional support in the instance of unusual or critical incidents
  - Maintain files and monthly statistics as per organizational requirements

#### COMPETENCIES:

- Has knowledge of child and youth mental health concerns, needs, treatments, interventions and resources
- Effectively uses a wide range of evidence-based treatment interventions
- Possesses an understanding of child/youth development
- Establishes and maintains effective therapeutic relationships
- Formulates objective conclusions based on assessment
- Provides clinical practice that is sensitive to issues of diversity and is aware of the influence of diversity on values, beliefs and attitudes, and in interactions with participants and professionals
- Demonstrates sound communication skills (active listening and clear language)
- Applies professional ethics to clinical practice and maintains professional boundaries
- Conducts appropriate mental health risk assessments
- Demonstrates ability to evaluate clinical outcomes based on treatment goals
- Uses effective assessment and referral skills
- Consults with colleagues and other professionals on specific cases
- Speaks to groups with confidence

- Works independently with minimal supervision
- Ensures file documentation is completed within organizational timelines
- Addresses difficult topics clearly, respectfully and without judgement
- Demonstrates sound decision making abilities
- Employs self-care strategies

Maintains participant confidentiality