

Job Posting

Internal

External/Internal

Job Title:

Youth and Family Counsellor – Substance Use

Posting No:

CY 126

Job Location: Courtenay

Note: This is a temporary vacancy that will continue until the return of the incumbent. This vacancy is covering a medical leave that may extend up to 18 months. The anticipated end date will be upon the return of the incumbent or 18 months, whichever comes first. Two weeks' notice will be given when the incumbent is ready to return. This position includes enrolment in the Municipal Pension Plan and three weeks of paid vacation.

Duties and Qualifications: See job description at the end of this document.

Salary Rate: \$30.68 - \$35.74, Paraprofessional Grid 14, Step 1*

Schedule: To be determined with Manager.

Hours per week: 17.5

Closing date: June 20, 2019, at 4:30 pm, with a possible extension until a suitable candidate can be found. Applications will not be considered after this date if a suitable candidate has been found.

Apply to (resume with 3 references):

Alisha McLain

Email:

alisha.mclain@jhsni.bc.ca

Fax:

250-286-3650

Mail:

140 10th Avenue, Campbell River BC V9W 4E3

This position is open to applicants of all genders.

This position requires union membership and the completion of two criminal record checks.

The John Howard Society of North Island is an employment equity employer.

*All JJE/Paraprofessional positions are subject to wage grid levels. Positions begin at Step 1 and are increased to Steps 2 through 4 based on number of hours worked.

Job Description

<i>Job Title:</i>	Youth and Family Counsellor – Substance Use
<i>Work site:</i>	Campbell River, Courtenay
<i>Program:</i>	Youth and Family Substance Use Services
<i>Benchmark:</i>	Addictions Counsellor
<i>Grid Level:</i>	14, Paraprofessional Wage Grid
<i>Reports To:</i>	Program Manager
<i>Approved By:</i>	Executive Director
<i>Approved Date:</i>	Sept. 8, 1998
<i>Revised:</i>	August 8, 2017
<i>Reviewed:</i>	September 22, 2018

Summary

The youth and family substance use counsellor assists clients to assess situations, create plans, and take actions so they can meet goals related to their own or a family member's substance use. The counsellor is also available to the community as an information resource and consultant.

Key Duties and Responsibilities

To be successful in this position, the counsellor must be able to consistently perform each essential duty. Other duties may also be assigned. Within a system of care:

- Screens referrals and conducts risk and safety assessments using reliable, established formats and processes.
- Collaborates with youth, families, and others (when appropriate), to complete assessments and develop comprehensive treatment plans to address substance use.
- Provides information and education to youth, families, and the community regarding substance use and related issues.
- Provides counselling and support to youth and families to assist them in all aspects of addressing substance use issues including: patterns of use, cues/triggers, motivation, social and life skills, self-control, goal setting, problem solving, self-awareness, relationships, goal maintenance, health, harm reduction, and follow-up.
- Develops and facilitates plans to address detoxification needs and other identified medical concerns as necessary.

- Takes responsibility for case management activities including: documentation and information management, liaison with the referral source and other agencies, involving family members and others when appropriate in case planning, and attending integrated case meetings.
- Provides crisis intervention and support for youth and families when required.
- Plans, co-ordinates, leads/co-leads, and evaluates groups for youth and/or caregivers.
- Collects data for reporting on program outcomes and statistics.
- Represents the agency in the community when required. Maintains healthy relationships with other organizations and the community at large.
- Offers support to and consults with co-workers as part of a team providing integrated, holistic services to youth and families.
- Completes reports and attends meetings as required by The John Howard Society of North Island and Vancouver Island Health Authority.
- Advocates for families served within the larger community.
- Refers youth and families to other services, residential programs, support groups, and resources as necessary. Ensures a connection is made to the new service. Follows up on and supports referrals when necessary.

Qualifications

The requirements listed below detail the knowledge, skills, and abilities required to perform the essential duties of the position.

Education and/or Experience

- A bachelor's degree in social work or in a related human services field from an accredited institution.
- Two (2) years specialized training or experience in the area of substance misuse, which should include:
 - Experience working with high-risk youth in a counselling or other helping capacity
 - Experience working with, and extensive knowledge of, substance use issues
 - Remaining up to date in professional knowledge and practice

Counselling Skills

- Demonstrated ability to use counselling techniques and approaches, particularly knowledge and experience with brief and comprehensive substance use assessment, counselling, and treatment approaches.
- Knowledge and experience in maintaining confidentiality, appropriate boundaries, and other basic counselling ethics.
- Understanding of trauma and its impact on youth and families.

Case Management Skills

- Demonstrated ability to work constructively and cooperatively in a team setting.
- Excellent communication and interpersonal skills.
- Knowledge of and experience involving families, community partners, and other systems in case planning with youth.
- Knowledge of, and experience with, keeping case records.
- Knowledge of, and experience with, referral, screening, and case conferencing practices.
- Knowledge of community resources for youth and families.

Group Facilitation Skills

- Knowledge of, and experience with, planning and leading educational, counselling, or support groups.

Other Skills and Abilities

Counsellor must:

- Demonstrate awareness of cultural safety and an understanding of our client population's cultural and socio-economic characteristics.
- Have the ability to form a mutually respectful partnership with young people and families to support them to reach their goals.
- Accept clients' right to self-determination and individuality and must not discriminate on the basis of race, ethnicity, language, religion, marital status, gender, sexual orientation, age, abilities, socio-economic status, political affiliation, or ancestry.
- Believe in the capacity of people to grow and change.
- Recognize the value to a young person of having a nurturing family to grow up in.
- Have the ability to recognize persons with special needs, and adjust the way service is provided or make referrals as appropriate.
- Have basic computer and Internet skills.

Other Job Requirements

- The counsellor must be able to work flexible hours to accommodate client needs, groups, meetings, and crises.
- The counsellor must understand the values of family-centered services, and must have a commitment to young people's safety and family stability.
- The counsellor should be open to employing an outreach approach. This could include taking part in physical or outdoor activities.

- Some driving is required to attend meetings, pick up a youth, or meet with clients in the community. The counsellor must have a valid driver's licence and safe, reliable, properly insured transportation (as per Society policy).
- Two completed, acceptable criminal record checks, one from the Ministry of Justice and one from the RCMP
- The counsellor will follow the Code of Ethics and Mission Statement of The John Howard Society of North Island. The counsellor will also abide by the relevant rules and regulations set out by the Vancouver Island Health Authority.

Diversity

The John Howard Society of North Island welcomes applications from all qualified applicants including but not limited by those of any sex, race, orientation, or disability. Multilingual skills and multicultural competence are assets.