

**PETERBOROUGH YOUTH SERVICES
JOB DESCRIPTION
COUNSELLOR
INDIVIDUAL AND FAMILY COUNSELING**

This position reports to the Clinical Supervisor.

Mental Health Core Services and Processes

This position primarily provides Counselling and Psychotherapy. They may also provide Brief Services, Crisis Services and Family/Caregiver Support. In more rare situations staff in this position may be called on to provide the core process of Service Coordination.

Responsibilities and Associated Tasks – Individual and Family Clinical Counselling

1. Responsibility: Establish Effective Therapeutic Relationships

Tasks:

- Select clients from the Intake Book whenever there is an opening in the existing case load (based on the direct service ratio set by the Agency)
- Develop and carry out strategies for the first telephone contact and a subsequent initial interview with the client using the available information
- Develop an appropriate service contract with the client
- Determine who the other stakeholders in the counselling are (eg. family, collateral workers etc.) and develop appropriate contracts about the service with them, adhering to the Agency's Policies and Procedures regarding release of information

2. Responsibility: Develop Effective Counselling Plans

Tasks:

- Collect information about the individual client and his/her circumstances, either by conducting clinical investigations, or consulting other relevant sources
- Integrate the information collected to formulate a working hypothesis that answers the question "why is this client presenting with these

problems at this time" (this should take into consideration factors, within the individual client, in the environment and in the interactions between them)

- Negotiate with the client goals for counselling based on this understanding (these should be concrete, indicators of change and some tentative timelines should be included)

3. Responsibility: Carry Out the Counselling Plan

Tasks:

- Maintain up to date knowledge of current theory and practise related to the counselling problems presented by clients (through reading, professional development and clinical consultation)
- Employ effective, evidence-informed counselling/ psychotherapy techniques
- Regularly review counselling progress in consultation and supervision
- Reformulate and/or renegotiate counselling plans as new information becomes available
- Communicate and work together with collaterals, as appropriate

4. Responsibility: Effect Therapeutic Terminations

Tasks:

- Negotiate the conditions of termination as part of the initial counselling plan and review regularly with the client
- Carry out a variety of strategies to ensure, as much as possible, that termination is a planned, therapeutically positive experience for the client

5. Responsibility: Clinical Case Presentations and Recording

Tasks:

- Maintain up to date case notes recording all case related activity (this also includes any activity you are involved in with cases not assigned to you)
- Make case presentations to the clinical team and in consultation and supervision for the purposes of assessment, regular review and clinical/administrative input to specific situations and counselling problems

- Make case presentations to outside case conferences, as required by specific cases, adhering to the Agency's Policies and Procedures regarding release of information
- Complete clinical reports using the formats and adhering to the timelines established by the Agency
- Complete additional clinical reports and correspondence for external release adhering to the Agency's Policies and Procedures regarding the release of information as required

Characteristics and Qualifications:

- M.A. in Counselling, M.A. in Clinical Psychology, MSW or related degree or diploma with a minimum of 5 years' supervised clinical experience as a counsellor.
- Registered to provide counselling and psychotherapy under the Ontario Psychotherapy Act
- Experience in children's services
- Assessment, formulation and treatment planning knowledge and skills (critical thinker, analytical)
- Knowledge and skills in evidence informed psychotherapeutic interventions
- Communication skills - written and verbal, individual and group presentation
- Interpersonal skills (able to engage)
- Self-awareness (willing and able to reflect)
- Able to work as part of a team (able to accept and make use of feedback)
- Able to make use of supervision
- Responsible, reliable employee