

# Job Description

## Aboriginal Child and Youth Counsellor

### **PURPOSE OF THE POSITION**

The Aboriginal Child and Youth Counsellor is responsible for delivery of wholistic mental health services to self-identified First Nations, Metis, and Inuit individuals and families in the Waterloo, Wellington, and Dufferin.

### **SCOPE**

The Wholistic Child and Youth Counsellor reports to the Executive Director and is responsible for providing counselling and support services to First Nations, Metis, and Inuit children and youth. This may include confidential individual, family, or group counselling, support for families dealing with mental health issues or referrals to treatment.

The Wholistic Child and Youth Counsellor will provide education to individuals and groups. They will be familiar with other services and resources in the First Nations, Metis, and Inuit communities and work closely with them to provide information and support when required.

### **RESPONSIBILITIES**

1. Provide mental health counselling and support to individuals, families and groups in the community

#### Main Activities

- Answer phone calls and inquiries concerning available programs and services
- Provide a safe and welcome environment for people to visit
- Provide clinical counselling to First Nations, Metis, and Inuit children, youth, and their families.
- Make home visits
- Accept referrals from individuals, families and agencies
- Maintain strict confidentiality guidelines regarding all clients, conversations and referrals

2. Provide community education, support and activities

- Develop mental health programming

- Organize special events including celebrations and carnivals
- Provide community education and support programs
- Access and collect relevant information and resources
- Distribute relevant information
- Make visits and presentations to various groups and organizations including school aged children
- Access or develop promotional materials and information

### 3. Provide treatment referrals

- Assist individuals to identify their need for treatment programs
- Provide education by presentations and workshops, as requested

### 4. Administer wholistic mental health programs

- Prepare proposals for program funding
- Maintain confidential written and electronic records of client interactions
- Secure the confidentiality of all interactions and records
- Perform other related duties as required

## **Knowledge**

- The incumbent must have proficient knowledge in the following areas:
- Mental Health concerns as related to First Nation, Metis, and Inuit populations
- Substance abuse
- Family dynamics
- The impact of trauma, both individual and multigenerational
- Confidential record keeping practices

## **Skills**

- Emergency response skills
- Analytical and problem solving skills
- Demonstrate good decision making in dealing with safety issues and with aggressive and/or intoxicated clients, if required
- Mediation and negotiations skills
- Conflict resolution skills
- Effective verbal and listening communications skills
- Computer skills
- Effective written communications skills including the ability to prepare proposals, reports and policies
- Effective public relations and public speaking skills
- Research and program development skills
- Stress management skills
- Time management skills
- Be able to work cooperatively as a part of a team

## **Education**

Applicants to this position should possess a Masters of Social Work, Bachelor of Social Work, or equivalent. Successful candidates must be registered with the Ontario College of Social Workers and Social Service Workers.

## **WORKING CONDITIONS**

### **Physical Demands**

The Wholistic Child and Youth Counsellor will be required to move throughout the communities, so must be comfortable driving and walking in all weather. They must be able to prioritize situations and manage time, and may find that they are needed at irregular hours causing fatigue and stress. They may experience stress and stress related symptoms due to interacting with clients in crisis. They will be required to work with clients in the home and other environments

## **Mental Demands**

The Wholistic Child and Youth Counsellor must monitor their own time and stress levels to ensure that they are able to effectively assist clients. They may find that they are continually interrupted, and may have to quickly assess situations to respond appropriately.