



## EXTERNAL POSTING

- JOB TITLE:** Counsellor (Bachelor/Master's Degree)  
Full Time/Permanent
- LOCATION:** Lanark County wide, offices in Carleton Place, Smiths Falls, Perth, some virtual work
- JOB DESCRIPTION:** Attached
- JOB SUMMARY:** The Counsellor will provide Intensive Counselling to Youth  
**REPORTS TO:** Team Leader
- HOURS OF WORK:** 35 hours/week  
Evening Work and occasional weekend work required
- SALARYGRID:** **Counsellor grid; \$51,771.72 – \$67,075.05**  
plus \$1,500.00 educational bonus for a Master's Degree
- QUALIFICATIONS:** Bachelors or a Master's Degree, in Social Work, or equivalent
- Candidate must be a member of the College of Social Workers and Social Service Workers or College of Psychotherapy in good standing.
- Knowledge of family violence, high risk families, youth counselling is essential.
- Must have full use of vehicle and valid Ontario driver's license and able to work remotely if necessary, live in Lanark County or within commuting distance.
- TO APPLY:** Please indicate interest in writing to:  
Ken Inbar  
[kinbar@opendoors.on.ca](mailto:kinbar@opendoors.on.ca) by Sept 16th, 2022  
Interviews will be held the following week.

Open Doors for Lanark Children and Youth values inclusivity and diversity in the workplace. We encourage applicants from diverse backgrounds, and are committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ("AODA"). Please advise the hiring manager of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner.

# OPEN DOORS FOR LANARK CHILDREN AND YOUTH

## JOB DESCRIPTION AND SPECIFICATIONS

**JOB TITLE:** Counsellor (Bachelor/Masters)

**DATE REVISED:** June 25, 2012

**JOB SUMMARY:** Responsible for providing clinical services to children, youth, and their families.

**REPORTING TO:** Team Leader

### RESPONSIBILITIES:

#### 1.0 DIRECT SERVICE

- provides counselling services to children, youth, and their families. Service will include intake, assessment, crisis intervention and participation in the agency consultation model. Clinical intervention may also typically involve specialized therapeutic interventions.
- services may be delivered in the home, school or community to individuals, groups and families
- responsible for providing case consultation to team members within the agency.
- act as case manager in evaluating, planning, coordinating, arranging and/or providing for appropriate support and intervention with clients
- consult with appropriate specialized services to assist in the appropriate treatment of clients
- facilitate referrals as required
- participate in PATH and case conferences, as required
- provides follow up with clients as appropriate
- support the agency after hours service by participating in the agency standby rotation
- administers CAFAS and/or BCFPI for appropriate clients

#### 2.0 COMMUNITY

- attend case conferences with community partners
- provide community consultation to members of partner agencies
- participate in approved advocacy and co-ordination committees about issues affecting children and youth
- participates in approved community education activities

#### 3.0 RESEARCH, STUDENTS, AND VOLUNTEERS

- may supervise students on placement
- may train and work with volunteers who support the agency
- may engage in approved program evaluation and research activities

#### 4.0 ADMINISTRATIVE

- prepare and maintain all necessary documentation and statistics related to all activities in accordance with agency policies and standards
- participate in ongoing evaluation activities
- attend staff and team meetings
- may participate as a member of the Open Doors staff in internal and external meetings, public relations events and media contacts

## **5.0 TEAMWORK**

- share in the responsibilities that foster positive teamwork
- share in the responsibility of fostering a safe environment that encourages consultation and peer support
- attend Counselling Team Meetings

Because of the changing nature of work and work to be done, other duties and responsibilities may be assigned.

### **JOB SPECIFICATIONS:**

#### **Education/Experience**

Bachelors or Master's of Social Work (or other appropriate equivalent degree) plus two years experience  
Experience in a children's mental health setting preferred

#### **Abilities/Skills**

Knowledge of sexual abuse, family violence high risk families, and child development essential

Demonstrated skills in at least one of advanced family therapy, sexual abuse/trauma treatment, play therapy or solution focussed therapies essential

Ability to work in Windows environment using WORD

#### **Requirements**

Valid Ontario Driver's License and access to a vehicle.

Must work flexible hours, including evenings and the occasional weekend hours

Participates in standby roster

#### **Relationships**

Key relationships will include team members, clients, CAS and other community agency frontline workers.

#### **Work Conditions**

Minor health hazards with little exposure. Generally works in an office environment

#### **Financial**

Routine individual activity (i.e. submitting expense claims, cheque requisitions).