

COMOX VALLEY FAMILY SERVICES ASSOCIATION (CVFSA) JOB DESCRIPTION

POSITION TITLE: **Sexual Abuse Intervention (SAIP) Counsellor**

REPORTS TO: **Executive Director**

The overall goal of community based SAIP is to provide a range of appropriate, timely and accessible assessment, treatment and/or support to children and youth, who have been sexually abused, and to children under the age of 12 with sexual behaviour problems.

The SAIP Counsellor provides sexual abuse intervention services to children and youth under the age of 19; and may work with children under the age of 12 who have sexual behaviour problems related to sexual abuse or exploitation experiences.

The SAIP Counsellor provides support and education for family members and works toward the prevention of future abuse.

Key Activities:

1. Conduct screening and assessment to determine eligibility, the nature and severity of sexual abuse.
2. Establish urgency and prioritize cases; determine course and nature of intervention.
3. Conduct a comprehensive psychosocial assessment; use methods and instruments recognized in the sexual abuse field (refer to Ministry of Children and Family Development SAIP Standards).
4. Use information derived from screening & assessment process to refer children/youth whose clinical needs are beyond the scope that SAIP can provide.
5. Develop a treatment/support plan with the child/youth or guardian, with measurable and realistic goals.
6. Attend clinical consultation with designated clinical therapist.
7. Enhance professional development by reading pertinent material, doing course work and sharing information with other professionals.

Clinical Interventions:

1. Provide short and long-term counseling to children and youth using verbal counseling, expressive therapies, and psycho-education.
2. Educate parents/caregivers in area of the child sexuality and development, supporting children's needs while in therapy, trauma symptoms and anticipated impacts on functioning, additional anticipated behaviours or challenges, and developing safety plans at home, etc.

3. Provide family support (coping with the aftermath of abuse or sexual behaviour problems).
4. Community support (safety planning, liaising with schools, daycare or other community professionals).
5. Case coordination as required to ensure high quality of service to clients and their families.

Agency:

1. Knowledge of- and compliance with CVFSA policy and performance standards and accreditation (CARF) standards.
2. Attend monthly CVFSA staff meeting to keep informed on upcoming events, status of funding, new trends and/or changes in practice.
3. Prepare and submit program reports in compliance with contractual obligations.

Community:

- As needed liaise with stakeholders; provide integrated services and/or pertinent, specialized information to enhance program effectiveness;
- Develop sound working knowledge of local resources;
- Liaise with community partners and other professionals; initiate procedures to promote referrals;
- In consultation with other professionals and therapists, develop strategies to support and manage clients' behaviour and healing;
- Educate family members, community partners and others about sexual behaviour problems and Sexual Abuse Intervention (SAIP) Program.

File Maintenance:

- Set up & maintain client files, consistent with CARF standards;
- Develop treatment plan; review case records and update regularly;
- Assess clients and provide service within scope of MCFD contractual obligations;
- Keep accurate statistics; and
- Complete & submit quarterly report & stats; prepare annual report for submission to Board of Directors at AGM.

Knowledge & Skills:

- Excellent organizational, communication and interpersonal skills;
- Ability to create and maintain a welcoming, friendly, safe environment;
- Affirms and promotes the dignity of children and adults with diverse backgrounds, interests and needs;
- Promotes and reinforces socially responsible behaviour;
- In-depth knowledge of child development, sexual abuse dynamics, family systems and mental health issues;
- Training and experience in expressive, behavioural and cognitive modalities;
- Knowledge of child protection and legal systems;
- Basic computer knowledge and skills.
- Knowledge of Duty to Report.

Qualifications:

- A Master’s degree in child and youth, education, social work or related field
- A minimum 2 years counseling experience with children and families
- Specialized training to assess and treat sexualized children
- Expressive arts therapy (play, art, drama) is considered to be an asset in dealing with children who have experienced trauma

Conditions of Employment

Successful Criminal Record Check (RCMP)	First Aid Certificate
Driver’s Abstract (Record)	Reliable work vehicle
Successful Attorney General Criminal Review	Successful Employment
Successful reference checks	

Accessibility

CVFSA welcomes applications from all qualified applicants including but not limited by those of any sex, race, gender, orientation, or disability. Multilingual, multicultural, Aboriginal/First Nations and Métis competencies are assets.

This job description should not be construed to imply that these requirements are exclusive standards of the position. Employees may be required to follow any other instructions and to perform other related duties that may be required by the Association.

Failure to follow CVFSA policy and procedures could result in discipline up to and including termination of employment.

I have read, understand and agree with this job description and requirements

Employee Name: _____

Signature_____Date_____

Executive Director: _____

Signature _____Date_____