
The John Howard Society of North Island

Job Description

Job Title:	Youth and Family Substance Use Counsellor
Work site:	Campbell River, Courtenay
Program:	Youth and Family Substance Use Services
Benchmark:	Addictions Counsellor
Grid Level:	14, Paraprofessional Wage Grid
Reports To:	Program Manager
Approved By:	Executive Director
Approved Date:	Sept. 8, 1998
Revised:	July 6, 2011
Reviewed:	July 6, 2011

SUMMARY

The Counsellor assists youth and their families in assessing, developing plans, and following through with actions to address substance use issues. The Counsellor is also available to the community as an information resource and consultant for youth and family substance use issues.

KEY DUTIES AND RESPONSIBILITIES

To perform the job successfully a Counsellor must be able to consistently perform each key duty satisfactorily. Other related duties may be assigned. Within a system of care:

- Works with youth and his/her family, and others when appropriate, to complete assessments and develop comprehensive treatment plans for addressing substance use. This includes screening, risk and safety, and comprehensive assessments using reliable, established assessment formats and processes.
- Provides information, education and awareness to youth and families regarding substance use and related issues (i.e. self care, healthy lifestyles etc.).
- Provides counselling and support to youth and their families to assist them in all aspects of addressing substance use issues including: using patterns and cues/triggers, motivation, social skills, behavioural self control, goal setting and problem solving, self awareness and care, family and peer relationships, relapse prevention, lifestyle modification and harm reduction, as well as post-treatment follow-up.
- Develops and facilitates plans to address detoxification needs and other identified medical concerns when necessary.
- Takes responsibility for case management activities including: documentation and maintenance of case information, liaison with referral source and other agencies, involving family members and others when appropriate in case planning, involvement in case conferences, case evaluation and closure.
- Provides crisis intervention and support for youth and their families when required.
- Plans, co-ordinates, leads/co-leads, and evaluates group education, counselling and/or support activities for youth, parents and/or families as required.
- Develops and provides prevention and education activities in the community, such as workshops, when required.
- Maintains liaison with other agencies, professionals, ministries and the community.

- Offers and receives support to and from 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 the Ministry for Children and Family Development.
- Refers youth and families as necessary to other services, residential programs, support groups, etc. Efforts are made to reduce or eliminate barriers for clients needing to use a resource. Provide follow-up and support in these situations when required.

QUALIFICATIONS

The requirements listed below detail the knowledge, skill, and/or ability required to perform the essential duties of the job.

EDUCATION and/or EXPERIENCE

A bachelor's degree in social work or in a related human services field, with two years specialized training or experience in the area of alcohol and/or drug use problems, which should include:

- Experience working with high-risk youth with substance use issues in a counselling or other helping capacity
- Experience planning and leading educational, counselling or support groups
- 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
- 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

Case Management Skills

- Demonstrated ability to work constructively and cooperatively in a team setting
- Excellent communication and interpersonal skills
- Knowledge and experience in involving families, community, alcohol and drug programs, Vancouver Island Health Authority and other systems in case planning with youth
- Knowledge and experience with case recording practices
- Knowledge and experience with referral, screening and case conferencing practices
- Knowledge of community resources for youth and families

Group Facilitation Skills

- Demonstrated ability to plan, lead and evaluate groups.
- Knowledge and experience with group education, skill building, counselling and support techniques

Or an equivalent combination of education, training and experience

OTHER SKILLS & ABILITIES

Counsellor must:

- Demonstrate a level of cultural sensitivity and understanding of the client population's cultural and socio-economic characteristics
- Have the ability to form a mutually respectful partnership with persons served and their families in which they are helped to gain skills and confidence to address any issues and problems they face

- Have the ability to accept the differences he or she will find among his or her clients
- Have the acceptance of clients' rights 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 affiliations, or national ancestry
- Have a positive conviction about the capacity of people to grow and change
- Have the ability to work respectfully in partnership with other team members, including referring authorities
- Have the ability to set limits and maintain the helping role for the practitioner and to intervene appropriately to meet the needs of the persons served or other family members
- Recognize the value of a nurturing family as the ideal environment for a person
- Counsellor must have the ability to recognize persons with special needs and make appropriate referrals
- Have basic computer and Internet skills

OTHER JOB REQUIREMENTS

- The Counsellor must be able to work flexible hours to accommodate clients, sessions and groups, meetings outside of typical office hours, and crisis
- Some driving is required to attend meetings and to enable contact with youth/families at home or in the community. The Counsellor must have a valid driver's licence and safe, reliable transportation, and must obtain appropriate insurance as per Society policy
- Two completed, acceptable criminal record checks, one from the Criminal Records Review and one from the RCMP
- The Counsellor will follow the code of ethics and Mission Statement of the John Howard Society of North. The Counsellor will also abide by the relevant rules and regulations set out by the Vancouver Island Health Authority

DIVERSITY

JHSNI 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.