

Job Posting

☒ Internal

☐ External/Internal

Job Title:

Youth and Family Counsellor – Substance Use

Posting No:

JH 431

Job Location: Courtenay

Note: This position includes a comprehensive 100% employer-paid benefit package, enrolment in our defined benefit pension, the Municipal Pension Plan, and three weeks of paid vacation.

Duties and Qualifications: See job description at the end of this document.

Salary Rate: \$37.55 (Step 1) - \$47.46 (Step 4), Paraprofessional Grid 14, Step 1*

Schedule: To be determined with manager. Will include evenings and weekends.

Hours per week: 35

Closing date: November 15, 2023, at 4:30 pm. If the position is not filled by this date, it will remain open until filled.

Apply to (cover letter, resume, and 3 references):

Human Resources

Email:

employment@jhsni.bc.ca

Fax:

250-286-3650

Mail:

140 10th Avenue, Campbell River BC, V9W 4E3

This position is open to applicants of all genders.

This position requires proof of COVID-19 vaccination.

This position requires union membership and the completion of two criminal record checks.

The John Howard Society of North Island is an employment equity employer.

*All JJEP/Paraprofessional positions are subject to wage grid levels. Positions begin at Step 1 and are increased to Steps 2 through 4 based on number of hours worked.

Job Description

<i>Job Title:</i>	Youth and Family Counsellor – Substance Use
<i>Work site:</i>	Courtenay
<i>Program:</i>	Youth and Family Substance Use Services
<i>Benchmark:</i>	Addictions Counsellor
<i>Grid Level:</i>	14, Paraprofessional Wage Grid
<i>Reports To:</i>	Program Manager
<i>Approved By:</i>	Executive Director
<i>Approved Date:</i>	Sept. 8, 1998
<i>Revised & Approved by Executive Director:</i>	August 2, 2019
<i>Reviewed:</i>	June 22, 2022

Summary

The youth and family substance use counsellor assists clients to assess situations, create plans, and take actions so they can meet goals related to their own or a family member's substance use. By establishing supportive and trusting relationships with youth, the counsellor aims to reduce risk, promote positive choices for a healthier lifestyle, and support youths' connections, stability, and attachment to family and community. The counsellor is also available to the community as an information resource and consultant.

Key Duties and Responsibilities

To be successful in this position, the counsellor must be able to consistently perform each essential duty. Other duties may also be assigned. Within a system of care:

- Collaborate with youth and families to assess difficulties and plan counselling interventions to address their presenting needs.
- Provide individual, family, and group counselling using proven therapeutic techniques
- Provide information and education to youth, families, and the community regarding substance use and related issues.
- Develop and facilitate plans to address detoxification and other related concerns as necessary. Refer youth and their families to other services such as residential programs, support groups, etc. as necessary. Ensure a connection is made to the new service. Follow up on and support referrals as appropriate.
- Take responsibility for case management as necessary. Advocate for families served
- Develop and provide prevention activities in the community as needed. Provide information and education to youth, families, and the community regarding mental health, substance misuse, and related issues
- Collect data for reporting on program outcomes and statistics.

- Represent the agency in the community when required. Maintain healthy relationships with other organizations and the community at large.
- Offer support to and consult with co-workers as part of a team providing integrated, holistic services to youth and families.
- Complete reports and attends meetings as required by The John Howard Society of North Island and Island Health.
- Participate in regular clinical consultation and supervision

Qualifications

The requirements listed below detail the knowledge, skills, and abilities required to perform the essential duties of the position.

Education and/or Experience

- A bachelor's degree in a human services field from a recognized institution. Specialized training or experience in the area of substance use problems and mental health.
- Two (2) years' experience which should include:
 - Experience working with high-risk youth in a counselling or other helping capacity
 - Remaining up to date with developments in the field

Counselling Skills

- Demonstrated ability with counselling techniques and approaches, including solution focused counselling
- Knowledge of and experience with assessment, including of substance use issues
- Knowledge of and experience in maintaining confidentiality, appropriate boundaries, and other basic counselling ethics.
- Understanding of trauma and its impact on youth and families.

Case Management Skills

- Demonstrated ability to work constructively and cooperatively in a team setting.
- Excellent communication and interpersonal skills.
- Knowledge of and experience involving families, community partners, and other systems in treatment planning with youth.
- Knowledge of, and experience with, keeping case records.
- Knowledge of, and experience with, screening and referral.
- Knowledge of community resources for youth and families.
- Ability to use clinical consultation to enhance practice and meet required standards

Group Facilitation Skills

- Experience planning and leading educational, skill building, counselling, or support groups.

Other Skills and Abilities

Counsellor must:

- Demonstrate awareness of cultural safety and an understanding of our client population's cultural and socio-economic characteristics.
- Have the ability to form a mutually respectful partnership with young people and families to support them to reach their goals.
- Accept clients' right 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 affiliation, or ancestry.
- Believe in the capacity of people to grow and change.
- Recognize the value to a young person of having a nurturing family to grow up in.
- Have the ability to recognize persons with special needs, and adjust the way service is provided or make referrals as appropriate.
- Have basic computer and Internet skills.

Other Job Requirements

- The counsellor must be able to work flexible hours to accommodate client needs, groups, meetings, and crises.
- The counsellor must understand the values of family-centered services, and must have a commitment to young people's safety and family stability.
- The counsellor should be open to employing an outreach approach. This could include taking part in physical or outdoor activities.
- Some driving is required to attend meetings, pick up a youth, or meet with clients in the community. The counsellor must have a valid driver's licence and safe, reliable, properly insured transportation (as per Society policy).
- Two completed, acceptable criminal record checks, one from the Ministry of Justice and one from the RCMP
- The counsellor will follow the Code of Ethics and Mission Statement of The John Howard Society of North Island. The counsellor will also abide by the relevant rules and regulations set out by the Vancouver Island Health Authority.

Diversity

The John Howard Society of North Island 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.