



EMPLOYMENT OPPORTUNITY

Support Counsellor, Psychological Services (Maternity Leave Replacement)

KSCS is seeking a highly skilled & experienced individual who is responsible to provide psychological services to the community of Kahnawake.

Under the supervision of the Psychologist/Clinical Supervisor of Psychological Services, the Support Counsellor (Psychology) operates as part of a multi-disciplinary team and is responsible to provide appropriate psychological services to the clients of Kahnawà:ke Shakotii'a'takehnhas Community Services who present with a mild to moderate degree of personal and psychological difficulties.

Required Education & Experience:

- Must be an active member of the Professional Order of Social Workers or the Acquired Rights List, with one (1) to three (3) years related work experience.
- Experience and working knowledge conducting assessments, evaluations and completing Integrated Service Plans.
- A valid driver's license and access to a vehicle.

Status: 18-month contract, with a 6-month probationary period.

Salary: Starting at \$35.98/hour.

Schedule: 35 hrs/week; must be willing to work flexible hours as necessary.

If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:

KSCS Human Resources at humanresources@kscskahnawake.ca. You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at www.kscs.ca. Call 450-632-6880 for more info.

Deadline to apply is: Open Until Filled

GENERAL INFORMATION

Code:	FLS18
Job Title:	Support Counsellor (Psychology)
Department:	Psychological Services
Date of Revision:	May 29, 2019
Job reports to:	Psychologist/Clinical Supervisor, Support Services

JOB DESCRIPTION SUMMARY

Under the supervision of the Psychologist/Clinical Supervisor of Psychological Services, the Support Counsellor (Psychology) operates as part of a multi-disciplinary team and is responsible to provide appropriate psychological services to the clients of Kahnawà:ke Shakotiiia'takehnhas Community Services who present with a mild to moderate degree of personal and psychological difficulties.

With general management supervision, independently applies learned skills and knowledge associated with the job family to complete diverse, moderately complex assignments within defined policy and according to objectives.

Conducts screening, assessments, and provides specific addiction treatment options including referrals to internal/external treatment programs. Develops treatment plans and addresses behavioural issues to achieve short and long term goals of the individual.

Decisions are based on significant analysis & interpretation within policy. Modifies methods, techniques & procedures to achieve results. Has full autonomy to deliver predefined accountabilities. Technical output is trusted as accurate & sound.

CORE RESPONSIBILITIES & DUTIES

Core Responsibilities	Duties
Provides counselling services to clients	<ul style="list-style-type: none"> ➤ Provides counselling (intervention) to clients and groups as required (children, adolescents, adults, parents, couples, families and elders). ➤ Conducts detailed, comprehensive family assessments, family genealogy, family background screenings and service plans ➤ Performs intensive, non-violent crisis interventions as needed for assigned cases, covering cases and emergency situations. ➤ Intervenes and assists in crisis situations. ➤ Integrates evidence-based and mainstream counselling techniques with holistic and cultural approaches to service delivery. ➤ Follows and respects an ethical code of conduct in all relationships with clients and members of KSCS. ➤ Maintains continued learning and training with respect to theoretical orientations, evidence-based interventions, and revisions to the codes of ethics. ➤ Ensures outreach to family systems of clients. ➤ Assists clients with appointments and court dates, when deemed appropriate. ➤ Promotes and provides information to Tsi Niionkwarihotens (Our Ways).
Performs screening and assessments for children, adolescents, adults, elderly, and couples and ensures follow-up with Service Providers	<ul style="list-style-type: none"> ➤ Conducts screenings and assessments to determine the needs of clients. ➤ Develops service plans based with clients and Psychologist/Clinical Supervisor. ➤ Assists in conducting and/or coordinating with contracted Psychologists for psychological assessments or evaluations, including intellectual testing and parental capacity assessments. ➤ Ensures a smooth and timely transition to/from Service Providers. ➤ Coordinates with Service Providers as needed.

<p>Assists in planning, promotion and intervention of the Psychological Services team</p>	<ul style="list-style-type: none"> ➤ Collaborates and helps design service plans in a team setting for individuals of all ages, couples, families and groups. ➤ Participates in team meetings in Psychological Services. ➤ Participates in other meetings (inter-organizational committees), as required. ➤ Participates in training and other KSCS activities. ➤ Participates in supervision sessions with the Psychologist/Clinical Supervisor. ➤ Assists in screenings, assessments, briefs, reports, case notes, evaluations and caseload summaries. ➤ Assists in developing services and special projects for Psychological Services and KSCS. ➤ Assists in the development of initiatives, proposals and budgets for the growth and development of Psychological Services. ➤ Assists in carrying out awareness activities for the service, whenever required and/or possible. ➤ Assists in promotion of and planning for the Psychological services Team ➤ Writes articles and promotion campaigns for Prevention activities ➤ Provides facilitation and planning of therapeutic, support or skill building groups and training session for stakeholders, partners or clients. ➤ Provides information relevant to services and trends regarding talk shows, articles, etc. ➤ Delivers training, information sessions and presentations to various stakeholders, partners and staff.
<p>Intervenes in crisis situations</p>	<ul style="list-style-type: none"> ➤ Assists families in resolving conflict. ➤ Identifies the crisis which threatens to compromise or destroy the rehabilitation efforts, when they arise. ➤ Attempts to mitigate or resolve the immediate problem(s) and develops safety plans with the client. ➤ Uses negative or crisis events to enhance the treatment efforts. ➤ Acts as a roster worker to provide response during crisis situations involving addictions. ➤ Acts as a mediator, if required, within family situations when conflict resolutions will be attempted. ➤ Makes appropriate referrals to allow families the opportunity to resolve his/her conflicts.
<p>Networks with other professionals</p>	<ul style="list-style-type: none"> ➤ Consults with appropriate resources to ensure the provision of effective treatment services. ➤ Participates on committees, teams, or work groups at the local, regional and national levels. ➤ Participates in knowledge exchange activities with other organizations in order to ensure quality service delivery. ➤ Maintains regular communication with the community and other related organizations regarding quality service delivery. ➤ Develops and maintains a resource network to meet the needs of the community members (internal and external).
<p>Perform administrative responsibilities</p>	<ul style="list-style-type: none"> ➤ Records all required information of all assigned cases in the Case Management Recording System in a timely manner, such as case contacts, client information, assessments, service plans, documents, reports, resources, legal agreements, and any other information pertinent to a case. ➤ Maintains an accurate accounting of records. ➤ Maintains accurate records of time sheets, expenses, travel claims, caseload summaries, and schedules, submits these records to the Immediate Supervisor in a timely manner.
<p>Performs any other job related duties as may be required by the immediate supervisor</p>	

COMMUNICATIONS	
<p>Team Work:</p>	<ul style="list-style-type: none"> ➤ Commonly requires a level of collaboration and cooperation to get work or projects complete.
<p>Advising:</p>	<ul style="list-style-type: none"> ➤ Frequently provides information that must be understood and explained.
<p>Training:</p>	<ul style="list-style-type: none"> ➤ Commonly trains or gives information to stakeholders or clients.

ENVIRONMENTAL FACTORS	
Types of Schedule:	➤ Regular work week, occasional.
Stress Factor:	➤ High stress.
Deadlines:	➤ Some tight deadlines (unplanned).

ACCOUNTABILITY
<ul style="list-style-type: none"> ➤ To provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives. ➤ To provide trustworthy, professional and thoroughly researched counselling. ➤ To engage with referring parties in a professional and collaborative manner. ➤ To approach all Kahnawà:ke community members in a respectful way, with empathy and compassion. ➤ To deal with individuals, groups and families in a caring and compassionate manner. ➤ To maintain positive working relationships with target groups. ➤ To integrate a holistic and cultural approach to the service delivery. ➤ To network with other organizations giving a positive contribution of KSCS. ➤ To maintain confidentiality and ethical practices.

QUALIFICATIONS	
Education and Experience	<ul style="list-style-type: none"> ➤ Must be a member of the Professional Order of Social Workers or the Acquired Rights List or have a psychotherapy permit from the Order of Psychologists, with one (1) to less than three (3) years related work experience.
Skills & Requirements	<ul style="list-style-type: none"> ➤ Open to traditional knowledge and/or traditions. ➤ Knowledge of the programs and services offered through KSCS. ➤ Knowledge of the community of Kahnawà:ke. ➤ Good understanding of addictions (and ACOA), family violence, and family systems, depression, anxiety, and trauma; intervention methods with those issues. ➤ Demonstrates a superior ability to build and maintain a strong therapeutic alliance with clients. ➤ Strong understanding and application of client-centered approaches to counselling. ➤ Demonstrates good management skills, particularly during crisis. ➤ Experience working with groups of all ages. ➤ Strong problem solving, mediation, and conflict resolution skills. ➤ Strong interpersonal skills and a team player. ➤ Strong verbal and written communication skills. ➤ Strong motivation, a self-starter with creative and innovative ideas. ➤ Strong organization and time-management skills. ➤ Strong case recording and case conceptualization skills. ➤ Strong sense of ethics and responsibility. ➤ Ability to receive feedback. ➤ Ability to promote psychological services' objectives. ➤ Ability to multi-task and work under pressure. ➤ Ability to work independently and in a multi-disciplinary team setting. ➤ Ability to use computer programs (Word, Excel, Outlook). ➤ A valid driver's license and access to a vehicle is a requirement. ➤ Lifestyle must reflect that of a positive role model.
Assets	<ul style="list-style-type: none"> ➤ Knowledge of Kanien'keha is an asset. ➤ Basic knowledge of test administration, scoring, and interpretation. ➤ Basic knowledge of statistics.

Immediate Supervisor

Incumbent

Date