

Job Description

Title	Mental Health Counsellor*
Reports to	Manager, RFL&A Allied Health Team
Location	Napanee based with daily travel (with opportunity to primarily work remotely)
Position Type	One Year Contract, 0.8 FTE (28 hours per week)
Start Date	Immediately
Salary	\$34.25 - \$40.29 per hour

Position Summary

Under the direction of the Director, Regional Services and Partnerships and the Inter-Professional Care Team (IPCT) Implementation Committee, the Mental Health Counsellor will be a part of the Rural Frontenac, Lennox and Addington Allied Health Program (RFL&A AHP) serving primary care practices within the sub-region of Rural Frontenac, Lennox and Addington (RFLA).

As a member of the RFL&A Allied Health Team, the Mental Health Counsellor will support clients and address issues in the community that affect mental health through individual and group counseling, case management, and case conferencing. The Mental Health Counsellor will participate in the development, implementation, monitoring and evaluation of programs and services for clients. Services will be delivered, virtually, in offices and, where necessary client's homes, throughout the RFLA. The Mental Health Counsellor will perform needs and risk assessments taking into consideration family dynamics, the impact of trauma, social work theories and best practices. The Mental Health Counsellor will work with the RFL&A AHP, the Physicians and regional stakeholders to ensure that services do not duplicate existing services and that the services provided are refined and improved over time.

*This position description is currently under review to incorporate core competencies. Final position description will be provided to the successful candidate when available.

Key Responsibilities	Detailed Responsibilities
Client Care	<ul style="list-style-type: none"> • Complete social histories and assessments to identify social/emotional problems and needs; formulate and implement counseling and interventions which promote optimum social functioning. Therapy provided may be individuals, couples, families or groups, and may include occasional home visits. • Provide referral services to clients and families so they may obtain services from community resources. This includes facilitation activities such as providing information, referral and advocacy, and ensuring successful connection /access as appropriate. • Liaise and consult with social and health services in the community in regard to: clients, the RFL&A AHP, and the role of the RFL&A AHP Mental Health Counsellor. • Provide consultation to other members of the circle of care on the psychosocial aspects of clients' functioning. • Provide emergency/crisis support and/or referrals as needed.

Key Responsibilities	Detailed Responsibilities
	<ul style="list-style-type: none"> Maintain case records, using an electronic medical records system that will provide information to assist other practitioners in continuing client care. Participate in other duties as assigned relevant to the position.
Education	<ul style="list-style-type: none"> Engage in health promotion and education activities including the development of resource materials, forms and handouts as needed. Facilitate and/or co-facilitate group programs and community education presentations. Provide education/training and clinical consultation within an interdisciplinary team. Particularly with respect to best practice guidelines.
Administrative	<ul style="list-style-type: none"> Complete appropriate and up to date chart documentation in the Electronic Health Records for both individual and group encounters and support Quality Improvement initiatives by documenting symptoms and conditions, nursing interventions and referrals and recommendations for ongoing treatment. Receive and track referrals and self-referrals from clients; maintain schedule and wait list. Monitor and adjust workflow to ensure program targets are met. Participate in chart reviews and case conferences. Identify areas where development of protocols and procedures are needed to improve client services or to promote more effective staff functioning. Participate in team meetings and other administrative tasks relevant to the job.

Organizational Responsibilities

- Complies with all relevant legislation and KCHC policies, including privacy laws
- Commits to acquiring an understanding of the importance of trauma responsiveness and the impact of Adverse Childhood Experiences (ACEs)
- Supports consistent application and development of KCHC policies and procedures
- Supports KCHC's student and volunteer placement programs
- Promotes awareness of and participation in KCHC activities
- Demonstrated commitment to continuous learning and quality improvement
- On occasion, perform other temporary duties as required

Basic Education and Experience Requirements

- Masters of Social Work or Master's Degree in Occupational Therapy with experience in Psychotherapy or relevant Masters from a recognized university.
- A good standing, active registration with the Ontario College of Social Workers and Social Service Workers or College of Occupational Therapists of Ontario.
- At least three years recent experience in the health/social services field and community-based service delivery and demonstrated ability to exercise individual professional judgment.
- Demonstrated experience with brief solution focused counselling and single session therapy.
- Experience working in rural areas, with Indigenous health issues, and seniors are assets.
- Experience working with clients with a history of trauma preferred.
- Experience with cognitive behavioral therapy and mindfulness preferred.

Knowledge, Skills and Abilities

- Demonstrated ability to work with clients on an individual, couple, family and/ or group settings.
- Excellent interpersonal skills.



- A commitment to being a “team player” within an interdisciplinary collaborative health care team setting.
- Strong organizational skills and good attention to detail.

Competencies

Core Competencies: Accountability, Client Focus, Collaboration, Continuous Learning

Position Competencies: Communication, Counselling, Facilitating Groups, Professional/Knowledge Expertise, Relationship Building, Teamwork

Other Requirements

- Valid Driver’s Licence, Driver’s Abstract and proof of vehicle liability insurance as this is a requirement under KCHC’s insurance provider (HIROC)
- Access to a vehicle as this position requires travel to various locations within the Lennox and Addington area
- French language is an asset
- Ability to work outside normal business hours if required
- Current and satisfactory Criminal and Vulnerable Persons Check

Additional Information:

- Variety of work (e.g. counselling, groups, community)
- Supervision included
- Supportive and flexible atmosphere
- Flexible working hours
- Combination of remote and in person work

Application Instructions

- Please include a cover letter clearly outlining how your skills and experiences correspond with the specific job qualifications along with your resume.
- Save all documents as a single PDF file using your own name (Last, First).
- Email to hr@kchc.ca citing reference “**2021-61-KCHC**” in the subject line.
- Applications must be received by Human Resources by **Tuesday, August 31, 2021.**

As a registered professional, to abide by and be accountable to the ethics and standards set out by the relevant regulatory body of the profession.

All KCHC staff have a duty to understand and follow KCHC policies, uphold high ethical and professional standards, and maintain confidentiality and privacy, using tact and good judgment in all dealings with other staff and clients.

KCHC is an equal opportunity employer, respecting and embracing the needs and diversity of our employees. If you require an accommodation to fully participate in the hiring process, please notify Human Resources.

KCHC is a proud Living Wage employer!

**Kingston Community Health Centres, 263 Weller Ave. Unit 4 Kingston ON, K7K 2V4
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