



## **JOB DESCRIPTION**

**AGENCY PROGRAM:** Professional Counselling  
**JOB TITLE:** Clinical Counsellor  
**JOB CLASSIFICATION:** Counsellor – MSW  
**SUPERVISOR:** Executive Director

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### **POSITION SUMMARY:**

Provide seamless service delivery including client navigation and clinical counselling services to residents of Peterborough City and County, and to clients of Family Services Employee Assistance Program.

**HOURS:** As determined according to program need

**SALARY:** As negotiated with the manager within approved salary range

### **QUALIFICATIONS:**

- M.S.W. or equivalent
- Current registration with the OCSWSSW, or the CRPO is required
- Sound theoretical knowledge of clinical presentations
- Proven assessment skills and experience in applying appropriate clinical interventions, including crisis intervention skills
- A working knowledge of self that benefits the therapeutic process
- Experience providing psycho-education and / or therapy groups
- Understanding of issues related to violence and poverty and a commitment to social justice
- Ability and openness to working with diverse populations
- Excellent problem solving skills
- Excellent written and verbal communication skills
- Positive interpersonal skills, with ability to work independently and collaboratively in a team environment with co-workers, community providers, stakeholders, and clients
- Strong organizational and time management skills with ability to prioritize and effectively manage multiple projects and tasks with multiple deadlines
- Superior computer skills including Windows OS; email; internet and web based applications; minimum MS Office, case management systems, social media, and data base management.
- Previous experience and /or willingness to work in the not-for-profit sector
- Ability to work flexible hours including one evening per week until 8 P.M.

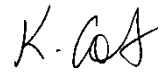


## MAJOR DUTIES:

- Provide intake coverage and single session therapy as required
- Provide professional counselling services to individuals, couples, families, (including children / youth), through CCRC and / or FSEAP programs through in-person, telephone and virtual means
- Facilitate groups, workshops and Critical Incident Response debriefs as required
- Maintain clinical files in accordance with agency, professional practice, and accreditation standards
- Liaise with community resources as necessary for good service provision and an accurate understanding of their role in the community
- Offer consultation services to professionals in the community, as required
- Advocate on behalf of clients as appropriate
- Access regular professional development opportunities, as appropriate
- Participate in professional counselling clinical team meetings and agency staff meetings
- Contribute positively to the functioning and cohesion of the professional counselling team
- Seek out regular opportunities for supervision and clinical consultation
- Participate in an annual performance appraisal
- Participate in the agency Accreditation process
- Adherence to agency and program policies, professional practice standards and codes of Ethics, and accreditation standards
- Other duties as assigned

Revised by: Kirsten Armbrust

Date: July 23, 2021

Approved by:   
Kirsten Armbrust  
Executive Director

Date: July 23, 2021