



JOB DESCRIPTION

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

POSITION SUMMARY:

Provide seamless service delivery including client navigation and clinical counselling services to residents of the City of Kawartha Lakes and Haliburton County.

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
- 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
- Valid driver's license and access to a vehicle.

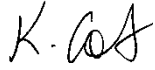


MAJOR DUTIES:

- Complete intake assessments and determine eligibility
- Provide professional counselling services to individuals through in-person, telephone and virtual means
- Maintain clinical files in accordance with agency, professional practice, and accreditation standards
- Liaise with community resources and provide referrals as necessary for good service provision and an accurate understanding of their role in the community
- Offer consultation services to professionals in the community and the staff of the City of Kawartha Lake as required
- Collaborate with City of Kawartha Lakes staff as required for service provision
- 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
- 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: May 29, 2023

Approved by: 
Kirsten Armbrust
Executive Director

Date: May 29, 2023