



JOB DESCRIPTION

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

POSITION SUMMARY:

Provide accessible, inclusive and responsive clinical counselling to individuals, couples and families.

REQUIRED QUALIFICATIONS:

- M.S.W., M.A. or equivalent
- Registration or eligible to register with the OCSWSSW or the CRPO
- Education and/or work experience demonstrating sound theoretical knowledge of clinical presentations
- Ability to assess client needs and create therapeutic intervention strategies
- Education and/or work experience in crisis intervention
- Engages continuously in the process of self-reflexivity, and commitment to the provision of ethical care
- Commitment to working in accordance with CCRC's Mission, Vision, and Values, and in a way that is equitable, and strives to meet the needs of the communities we serve.
- Ability to work flexible hours including one evening per week until 8 P.M.

Consent to conduct a police check with vulnerable sector screening is required. Any concerns about the results will be discussed. Having a record will not be automatically disqualifying.

PREFERRED QUALIFICATIONS:

- Experience providing psycho-education and / or therapy groups
- Lived experience and/or understanding of issues affecting people living with low income, mental health concerns, trauma or other forms of vulnerability or marginalization
- Experience in applying a range of clinical interventions



MAJOR DUTIES:

- Create professional and effective interactions relationships with clients in a variety of settings, including in person in the office by telephone, by text message, and using online video conferencing platforms
- Provide accessible, inclusive and responsive 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
- Provide intake coverage and single session therapy as required
- Collaborate with community resources to support client needs and improve access to services.
- Offer consultation services to professionals in the community, as required
- Advocate on behalf of clients in response to gaps in services
- Seek out, attend and participate in professional development opportunities including opportunities focused on building capacity for inclusion and equity
- Participate in professional counselling clinical team meetings and agency staff meetings
- Bring forward emerging issues, trends and service gaps impacting our community to a member of the leadership team or relevant committee member
- Contribute positively to the functioning of the professional counselling team and agency
- 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

Approved by: Kirsten Armbrust
Executive Director

Date: July 4, 2025