



**CAFCA**

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**CHILD AND FAMILY  
COUNSELLING ASSOCIATION**

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**PART TIME TERM POSITION FOR  
CHILD, YOUTH AND FAMILY COUNSELLOR  
VICTORIA CHILD PROTECTION SERVICES TEAM**

**COMPETITION #4-2010 (VCPS)  
(Please quote competition number with all applications)**

**Job/Program description:**

This position will involve working as a Child, Youth and Family Counsellor with children, youth and/or families, as well as other client groups, from the child protection team. A job description is attached for easy reference.

**Qualifications:**

- Minimum of Bachelor's Degree in Counselling/Social Work/Child and Youth Care or equivalent combination of education and experience in these relevant areas (preference will be given to applicants with a four-year undergraduate degree).
- Three years' counselling experience with children/youth/families.

**Hours**

Maximum of 14 hours per week

**Starting Date**

To be determined

**Length of Term**

Unknown

**Rate of Pay**

At least \$22.90 per hour

**Submission of Applications:**

Cover letter and resume to [employment@cafca.ca](mailto:employment@cafca.ca) by 4:30 pm, on March 24, 2010 (quote competition number)

- ❖ This position requires union membership and is open to male and female applicants except where bona fide occupational requirements prevent it. The employee is required to use his/her automobile in the performance of his/her duties. Evening and weekend work can be expected. Must be in possession of standard first aid training, including CPR.
- ❖ **CAFCA IS AN EQUAL OPPORTUNITY EMPLOYER.**

**POSTED: MARCH 10, 2010**

## **JOB DESCRIPTION: CHILD, YOUTH AND FAMILY COUNSELLOR**

**Job title:** Child, Youth and Family Counsellor

**Job summary:** Provides and orchestrates assessment, treatment planning and implementation for clients of the program. The position aids the client in identifying, understanding and overcoming personal/family problems and in establishing and achieving realistic goals.

**Reports to:** Executive Director

**Key duties and responsibilities**

1. Interviews clients, prepares case histories, and assesses problems and capacities. Provides intervention services collaboratively with other community programs.
2. Develops and implements counselling and intervention programs to assist the Ministry of Children and Family Development and clients in determining goals and achieving the objectives developed.
3. Evaluates the effectiveness of counselling programs and clients' progress. Resolves identified problems and assists the client to move towards defined objectives. Follows up results of counselling, provides programs for clients who are not suited to participate in existing programs.
4. Provides mediation services, life skills training, support to foster parents, parental assessments, community development, pre- and post-natal support, counselling for high-risk parents, counselling for family violence issues and sexual abuse, suicide prevention/intervention, support with grief and loss, early childhood education and infant development consultation, family court testimony and reports, employment counselling, and case management services (which includes referral and monitoring progress within other community resources).
5. Acts as an advocate for the client, provides support for them while clients are in the program and, as appropriate, provides follow-up support to them upon leaving the program. May accompany clients to appointments
6. Maintains accurate reports and records on clients and provide timely progress reports to the Ministry of Children and Family Development. Ensures that all required documentation is complete. Reports and discusses case planning and concerns with other therapists, ministry personnel and other professionals as required within appropriate limits established for confidentiality.
7. Participates in developing and implementing evaluation systems to assess the effectiveness of interventions. Modifies service and programs as deemed appropriate, including participation on the Continuous Quality Improvement (CQI) committee.
8. Maintains a thorough knowledge of community resources and utilizes such resources appropriately to meet clients' needs.
9. Provides liaison, education and advocacy to other professionals and agencies in the community.
10. Facilitates and leads educational/counselling groups for parents.
11. Maintains a thorough knowledge of cultural and socio-economic issues, which may impact service delivery and seeks professional support where necessary to ensure that services are delivered in a sensitive and respectful manner.

12. Schedules hours of work in a flexible manner that allows service to be convenient and available to families served, including evenings and weekends.
13. Performs other duties as required.

**Qualifications:**

A degree in social work, counselling or a related field or the equivalent combination of education and experience.

**Education, training and experience:**

Minimum of three years' previous work in a similar environment is required, preferably involvement with child protection and mental health. Direct program delivery experience in the community social services sector is required with a demonstrated working knowledge of community-based programs and related provincial and community support systems.

Working knowledge required of the Child, Family and Community Service Act and policies and procedures of risk assessment and reduction employed by the Ministry of Children and Family Development.

**Job skills and abilities:**

1. Ability to work independently and to arrange for collaboration as required.
2. Well-developed interpersonal, counselling, oral and written communication skills.
3. Proficient counselling and teaching skills
4. Ability to provide and teach parent education, behaviour management and child development assessments
5. Ability to assess parenting capacity
6. Good organization, time and management skills.
7. Knowledge of and skill with group process and facilitation techniques
8. Familiarity with risk assessments for children and ability to affect reduction of risk with children
9. Ability to work effectively with a wide range of community professionals
10. Ability to communicate respectfully and effectively and to deliver culturally sensitive services to all members of our community.
11. Ability to maintain effective communication and demonstrate problem-solving skills in crisis or otherwise challenging situations.
12. Ability to empower service recipients and their families to advocate on their own behalf.
13. Understanding of child, adult and family functioning.
14. Knowledge about normative youth development and effects of early trauma, education gaps and delays and abuse and neglect.

**Additional information:**

This position requires work in a stressful environment where physical and emotional threats may be present, often operating independently and often dealing with clients in crisis situations. Counselling often relates to physical, sexual and/or emotional abuse, and/or drug and alcohol abuse. Managing emergency situations is an ongoing expectation of this position. All counselling positions require work outside of normal office hours, depending upon the availability and needs of the client. The majority of the work occurs in clients' homes and within the community rather than in an office setting.