



POSITION TITLE: YOUTH COUNSELLOR (Live-in Treatment)

PURPOSE OF POSITION: To provide care and treatment to youth in one of the Centre's Live-in Treatment Programs

MAJOR RESPONSIBILITIES:

1. Responsible to assist in the admission, transfer, assessment and treatment of clients including providing consistent, responsible supervision in accordance with the Centre's treatment model. In addition, is responsible to assist in facilitating, as per the Plan of Care, the transition/discharge of program clients from the Centre. These responsibilities are as follows:

- Establishes and maintains positive, therapeutic rapport with clients.
- Provides a verbal report of shift activities to incoming staff and, as required, to multidisciplinary team members.
- Participates in the development of the client's treatment plan.
- Collaborates in the implementation of plans of care/treatment.
- Participates in the establishment and implementation of day, evening and/or home-based intervention programs and strategies.
- Liaises and communicates with families, community partners and stakeholders, schools, collateral agencies and the Centre's own internal programs.
- Participates in educational and employment support programs for clients.
- Participates in recreational/leisure time programs and summer camp activities.
- Facilitates or provides guidance to assist clients to access community resources.
- Collaborates in the provision of counselling as specifically dictated by the Collaborative Problem Solving (CPS) model and the treatment goals.
- Delivers adolescent skill development programs using the CPS model (e.g. Healthy Sexuality, Drug Awareness, Life Skills)
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- Reviews and revises CPS documents under direction.
- Maintains vigilant supervision, guided by the Centre's "Supervision Levels Code System" and "Risk Assessment for Youth", of clients on all shifts.

2. Provides basic care and intervention appropriate to age and gender, parenting and

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modelling for clients, according to established program practices in the following areas:

- Safety and security of the clients, staff and protection of community members and property.
- Upkeep and daily maintenance of the physical environment and vehicles.
- Provision of routines, limits and clear expectations for clients with respect to behaviour and daily functioning.
- Meal planning and preparation with attention to health and dietary requirements.
- Providing an environment in which clients can achieve an appropriate level of living skills, including problem solving, organizational and study skills.
- Ensuring proper administration of medication as prescribed by a physician, according to policies and procedures and physician's directions.

3. Performs administrative duties including:

- Maintaining current knowledge and execution of Roberts/Smart Centre policies and procedures.
- Recording client activities and contacts in daily logs, completing client progress reports for plans of care/treatment updates, completing incident reports and serious occurrence reports as required, reading and updating Communications book and ensuring that other pertinent information is shared through the proper media.
- Gathers and maintains client data for initial treatment plans and reviews/revisions, education statistics, generates material for live-in treatment programs and completes inventories, as assigned.
- Providing conscientious care of Centre property, vehicles, equipment, petty cash expenditures, credit card expenditures and keys, as directed.
- Completes night duty tasks as required.

4. Establishes and maintains supportive, professional working relationships with other team members, coordinators and representatives from other agencies.

5. Promotes the Centre's mission, vision and values and ensures that service to the clients within the program is consistent with the Centre's treatment philosophy and ethical standards.

6. Undertakes any other related duties as assigned by the Coordinator.

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SPECIALIZED SKILL AREAS:

Ability or Aptitude to:

1. Implement the treatment model in a caring and non-punitive manner.
2. Manage youth in a group setting.
3. Manage stressful or atypical situations without demonstrating anger, scorn, ridicule, panic or retaliation.
4. Provide a warm and positive environment through the use of pro-social daily routines, encouraging positive peer relations, engaging in CPS discussions to anticipate and address antisocial behaviours, applying and enforcing firm limits, positive reinforcement and non-punitive consequences.
5. Ability to work effectively and independently with minimum supervision.
6. Perform physical restraint only in accordance with the Therapeutic Crisis Intervention model.
7. Maintain certification in a Therapeutic Crisis Intervention (TCI), 1st Aid/CPR “C” and proficiency in Collaborative Problem Solving (CPS) through in-service training.

QUALIFICATION CRITERIA:

- A CAAT diploma or equivalent.
- Demonstrated experience working with youth with moderate to severe behavioural challenges in a Live-in treatment environment or school and/or community environment.
- Successful completion of Therapeutic Crisis Intervention (TCI) certification.
- In Francophone programs, bilingualism is required.
- Able to communicate effectively in English, particularly when contacting the on-call manager in a crisis situation.

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