

Job Description

POSITION:	Family Services Clinician
ACCOUNTABILITY:	Team Supervisor - Children's Mental Health Services
CLASSIFICATION:	Full-Time Contract to March 31, 2021
DATE APPROVED:	

JOB PURPOSE

Reporting to the Team Supervisor – Children's Mental Health, the Family Services Clinician provides therapeutic mental wellness assessment and support to adults (and their families) ages 24 and up residing in the Agency's catchment area, both on reserve and in four communities along the North Shore. The Family Services Clinician provides individual, family or group therapy services to strengthen and support holistic wellness using culturally-grounded interventions and strategies.

KEY JOB FUNCTIONS

Program Support:

Providing therapeutic mental wellness assessment and support to adults (and their families) ages 24 and up.

- Undertake an initial assessment of the client's mental wellness needs using the appropriate Agency assessment tool(s)
- Assess the client's support network to identify resources available that support mental wellness outcomes
- Develop a treatment plan, identifying therapeutic support and community resources to be leveraged to support mental wellness outcomes
- Provide the client with one-on-one therapeutic support through the use of various intervention techniques such as play therapy and Cognitive Behavioural Therapy
- Ensure interventions are consistent with cultural teachings and are appropriate in addressing behaviours related to a diagnosis of ADD/ADHD, FASD, depression or mood disorders
- Ensure a Circle of Care approach is used in case planning to promote mental wellness outcomes with the contributions of the client's support network including family, caregivers, school, daycare, medical team and other community supports
- Advocate and/or liaisons with Agency staff/on-reserve Service Teams as well as medical, educational and social services in the community to promote and support the client's mental wellness needs
- Liaises with other members of the Agency/On-Reserve family service delivery and/or health services team to ensure client's needs are being addressed in accordance with the treatment plan
- Ensures any child welfare issues are documented and referred to the Agency's child welfare team for follow up
- Maintains a case file for each client including initial assessment, treatment notes, and telephone or in-person discussions/correspondence with other services re: care plans, concerns or outstanding issues to be addressed, and quarterly summary reports of client's progress towards treatment plan outcomes
- Provides quantifiable data including number of client's served, number of direct therapeutic service hours, number of case planning meetings, number of meetings with family members, agencies and other resources on a monthly basis
- Monitors outcomes and provides a quarterly progress report using the appropriate Agency assessment tool(s)
- Participates in the training curriculum provided through the Agency
- Provides up to 35 hours per week of support including after-hours on-call emergency support as developed with the Agency and/or Host Reserve

Relationship and Team Building:

Work collaboratively and cooperatively at all levels in order to support the use of a family-centered, strengths-based, client-focused practices as well as assisting families in building their capacities to provide safe and nurturing environments for children.

- Demonstrate behaviors, actions and attitudes that are consistent with Agency vision, mission and values
- Provide opportunities for the enhancement and development of positive cultural identities of the clients, families and communities served
- Ensure appropriate communication and consultation with Supervisor at appropriate times
- Ensure effective and professional communications with all internal and external service providers
- Share information according to privacy and/or confidentiality guidelines
- Work respectfully, positively, professionally and collaboratively with team members

Administration and Reporting:

Complete administrative functions and reports and adhere to Agency policies, procedures and relevant practices.

- Ensure confidentiality and safekeeping of all Agency documents and records
- Develop and maintain accurate, up-to-date and concise work files
- Prepare and deliver reports
- Work in compliance with the Occupational Health and Safety Act and any other relevant legislation
- Prepare and submit monthly reports, attendance records and travel expense claims
- Follow the Agency's human resources, finance and other policies and procedures in the performance of duties

Other Duties:

- Participate in internal or external committees as required or assigned
- Other duties as required and assigned

QUALIFICATIONS

Minimum Education

- Master of Social Work degree is preferred and would be an asset
- Honors Bachelor of Social Work (HBSW) degree

Minimum Experience

- Five (5) years' direct experience working with adults and families
- Experience in a clinical environment providing Adult and Family Mental Health services
- Experience working with Aboriginal people, organizations and communities

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Knowledge of relevant legislative framework and policies reflecting current child welfare practice
- Understanding of and ability to translate relevant legislation into Agency language, policies and procedures
- Understanding of evidence informed/evidence based practices for promoting trauma, attachment, resilience and wellness-based mental health program services to adults and their families
- Knowledge of First Nation service delivery, customs and traditions in responding to child welfare concerns
- Knowledge of external service and service agencies

Special Skills

- Strong leadership and management skills
- Demonstrated financial management and human resource management skills
- Excellent interpersonal and communication skills
- Demonstrated excellence in conflict resolution, mediation, and problem solving
- Strong organizational and administrative skills
- High level of initiative and self-direction
- Excellent time management skills

- Excellent computer skills
- Strong professional ethics
- Proven ability to work with First Nation communities and people
- Ability to facilitate strong inter-departmental relationships
- Ability to establish and maintain effective working relationships and to develop strong, effective teams
- Demonstrated ability to lead and coach others utilizing a collaborative and strengths-based approach
- Ability to manage multiple priorities, projects or programs
- Ability to take initiative and work independently
- Ability to work within a team environment
- Ability to meet deadlines and work flexible hours
- Ability to work with confidential and sensitive information
- Ability to understand and speak Anishnaabemowin is a definite asset

Other Requirements

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

WORK SITE LOCATION

The position(s) will be based out of the satellite offices between Sault Ste. Marie and Sudbury.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Family Services Clinician will typically be in a home or office setting with regular meetings with adults, families and other professionals. The Family Services Clinician is frequently required to operate a computer, file and retrieve written documents, and work overtime when required or during emergency situations.

The physical demands include but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching and bending. The Family Services Clinician will be required to travel to meetings in the province of Ontario.

The Family Services Clinician must be able to multi-task within a fast-paced, high-volume and demanding environment. The Family Services Clinician absorbs and interprets information from multiple parties on a regular basis and is required to listen and reconcile multiple points of view, which can be mentally challenging. As a result, this position is more emotionally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks and while attending meetings.

Non-physical demands include a work environment where the noise level is usually quiet to moderate, but may be loud on occasion. The nature of the position may expose the Family Services Clinician to moderate levels of tension when dealing with issues. The level of tension is usually moderate, with high levels of tension occurring occasionally.

The Family Services Clinician may be exposed to potentially hazardous environments including driving conditions and volatile situations during home visits.

TECHNOLOGY & EQUIPMENT

Computer, photocopier, telephone, fax machine and cell phone

SUPERVISORY RESPONSIBILITY

The position is not required to supervise any employees.

KEY RELATIONSHIPS

Internal

The position requires interaction with the Executive Director, Director of Services, Children’s Mental Health Services Manager, Senior Managers, Protection and Resource Managers, Team Supervisors, Child and Youth Clinicians, other Family Services Clinicians, Cultural Services Department, Administrative Assistant and other staff.

External

The Family Services Clinician will interact with First Nation communities, and other service related agencies.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Nogdawindamin Family and Community Services reserves the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its contents.

Signature of Employee

Date