



Family Counsellor

Job Description

PURPOSE:

The Family Counsellor is a permanent professional $\frac{3}{4}$ time position and a member of the Ganawendaasowin Team. Upon request the Family Counsellor is responsible for providing access to traditional/clinical counseling services.

ACCOUNTABILITY:

The Family Counsellor reports to the Ganawendaasowin Supervisor. The Family Counsellor is responsible for the implementation of duties and responsibilities as outlined in the job description. To abide by the policies and procedures of Mitaanjigamiing First Nation. To attend staff meetings and relevant training and workshops.

RESPONSIBILITIES:

The Family Counsellor will report to the Ganawendaasowin Supervisor. The Family Counsellor will submit verbal and written reports, as required to the Ganawendaasowin Supervisor on caseload, services rendered, services and administrative time.

Unlike other services of the First Nation, community care services for children and their families must respond to their needs at any hour of the day. Therefore, a condition of employment by the First Nation is the Family Counsellor must be “on call” and be prepared to respond to emergency situations.

CASE MANAGEMENT SUPPORT

Under the direction of the Ganawendaasowin Supervisor, the Family Counselor will provide clinical case management support.

- Conducts assessments of family functioning and history.
- Prepares clinical service plans and assessment reports for the Ganawendaasowin Supervisor recommending actions to ensure child protection, family support and healing.
- Attends Ganawendaasowin Team meetings to provide statistical information on children in care and their families.
- Participates in the planning and coordination of services for families and children with other social services staff.

- Prepares clinical service plans, counseling case notes of sessions and termination reports for inclusion in the master file.
- Coordinates referrals for psychological and/or cultural services for children in care and their families; or for other community members on an as needed basis.

SERVICE PROVISION

The Family Counsellor will coordinate clinical services to children and their families' requiring services as determined by the Ganawendaasowin Community Care Program. In this role, the Family Counsellor will:

- Coordinate clinical counseling to children, adolescents and other family members as requested by various service providers in the community.
- Upon request, coordinates family counselling to family units with children in care preparing the family for reunification.
- Coordinates family counseling to families with children at risk to improve family communications, relations and functioning ensuring the protection, supervision, and development of the children.
- Works with Elders and Healers in providing advice and support to families.
- Assists in designing, coordinating, and conducting community education workshops on parenting issues for parents and care givers.

SERVICE ADMINISTRATION

- Recommends program expenditures to the Ganawendaasowin Supervisor.
- Prepares monthly consolidated reports to the Ganawendaasowin Supervisor by the 10th of each month.
- Participates in consultation with the Ganawendaasowin Supervisor/First Nation Manager, in the development of an annual work plan for the Ganawendaasowin Community Care Program and program budget.

OTHER DUTIES

- Performs other duties as assigned by the Ganawendaasowin Supervisor.
- Must attend bi-weekly staff meetings.
- Must attend weekly Ganawendaasowin Team meetings.
- Must participate in any training pertinent to the position.

PRIMARY QUALIFICATIONS:

- Social Services Diploma or experience in a related field with training in individual and family counseling.
- A minimum of 2 years experience in case management and the provision of clinical services for children and family members.

- Ability to assess client and family problems and needs, and in preparing family assessment reports and social histories.
- Knowledge of Part X of the Child and Family Services Act, Customary Care declarations and procedures.
- Knowledge of the Child and Family Service Act and Regulations.

SECONDARY QUALIFICATIONS

- Secondary School Diploma.
- Experience in conducting community workshops.
- Experience in play therapy with children an asset.
- Knowledge of external agencies.
- Knowledge of the Anishinaabe language is considered an asset.
- Knowledge of Mitaanjigamiing First Nation cultural protocols is preferred.
- Knowledge of Ganawendaasowin Team and Committee program and structures.
- Ability to assist in coordinating traditional and contemporary healing practices, and experience in working with Elders, Healers, and clinicians.
- Knowledge of all Mitaanjigamiing First Nation services and how they assist with children and families.
- Demonstrated computer skills.

TERMS AND CONDITIONS:

- Must have a valid driver's license and access to a vehicle.
- Must provide a criminal reference check and drivers abstract that is satisfactory to the Mitaanjigamiing First Nation.
- Must sign an Oath of Confidentiality, Declaration of Understanding, Conflict of Interest and Code of Conduct.