



Counsellor
Three Full Time positions (35 hours/week) ending March 31, 2019
One position requires a male Counsellor

Community Links is a non-profit agency providing a variety of programs and services that meet the needs of community members in all stages of life... from birth to seniors

The Counsellor will provide counselling services to individuals of all ages in Airdrie & Area who have been impacted by family violence, as well as counsel those with other presenting issues.

The Counsellor will provide counselling services in an individual/group and/or couples format.

KEY RESPONSIBILITIES

Leadership

- Promote agency vision, mission and values with all stakeholders
- Conduct effective therapeutic counselling
- Plan, implement and facilitate workshops/groups/presentations
- Make appropriate referrals for clients
- Work collaboratively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness while fostering teamwork
- Demonstrate respect, integrity and professional boundaries in all interactions
- Participate in internal meetings
- Maintain clear, concise and up-to-date records of all contacts, sessions with clients, and case notes

Human Resources

- Participate in supervision/consultations
- Practice self-development
- Follow all policies and procedures
- Participate in an annual development plan
- Contribute to an ethical and safe environment

Program Planning and Management

- Ensure that the programs and services offered contribute to the organizations strategic plan, vision mission and values and meet the expectation of its clients, Board and Funders
- Demonstrate respect for diversity and inclusiveness in program development and implementation with all staff, departments and stakeholders
- Connect community social needs to resources and referrals
- Implement outcome measures including surveys to demonstrate effective service to clients

Community Relations

- Participate in external committees, community/agency events and initiatives when deemed necessary
- Communicate with stakeholders to keep them informed of the work of the organization
- Assist in identifying community needs and ways the organization can respond to facilitate positive change in the community
- Establish and maintain positive working relationships and collaborative arrangements with community groups, Funders, and other organizations to assist in achieving the goals for the organization

Risk Management

- Ensure that practice standards based on agency and professional association are adhered to
- Follow agency's Health and Safety policies
- Provide feedback on risks to the organization's people (clients, staff, management and volunteers), property, image and report those risks to the Management Team

EDUCATION, SKILL SETS, ABILITIES, REQUIREMENTS AND WORKING CONDITIONS

- Minimum of BSW Degree or equivalent
- Membership with ACSW or equivalent
- Knowledge and experience working with those affected by family violence
- Trauma informed
- Experience counselling all ages
- Experience in facilitating groups/workshops
- Knowledge of community, resources and social issues
- Experience working in a culturally diverse and multi-disciplinary team setting
- High energy level, self-motivated and enthusiastic
- Strong interest in the community and ethical practice
- Excellent oral and written communication and interpersonal skills
- Excellent organization and time management skills
- Professional, proactive, punctual and reliable
- Strong computer skills
- Work independently and as a team player
- Work flexible hours (may include some evening hours and weekend work)
- Provide supports to rural areas as required
- ASIST (Applied Suicide Intervention Skills Training) and First Aid CPR/AED Level C
- Criminal Record Check & Child Intervention Record Check
- Required to stand or sit for extended periods of time during performance of duties
- Travel in all weather and road conditions
- May involve working with clients who present criminal or suicidal tendencies/potential exposure to violence and aggression
- Other duties as assigned

Terms: 35 hours per week until March 31, 2019; commencing as soon as suitable candidate is found

Please submit your resume with cover letter to: Suzanne Howe, Administrative Services Manager, Community Links, 211 – 125 Main Street NW, Airdrie, AB. T4B 0P7, Fax: 403-945-3901 or e-mail: suzanne@nrvc.ab.ca
To learn more about Community Links please visit our website at www.nrvc.ab.ca
(Note: Only those applicants selected for an interview will be contacted. No Phone Calls Please)