

Job Posting

Internal

External/Internal

Job Title:

Youth Counsellor - FTAP

Posting No:

JH 451

Job Location: Campbell River

Note: This position includes a comprehensive 100% employer-paid benefit package, enrolment in our defined benefit pension, the Municipal Pension Plan, and three weeks of paid vacation.

Duties and Qualifications: See job description at the end of this document.

Salary Rate: \$37.55 (Step 1) - \$47.46 (Step 4), Paraprofessional Grid 14, Step 1*

Schedule: Monday – Friday, 8:30 am – 4:00 pm

Hours per week: 35

Closing date: February 21, 2024, at 4:30 pm. If the position is not filled by this date, it will remain open until filled.

Apply to (cover letter, resume, and 3 references):

Human Resources

Email:

Employment@jhsni.bc.ca

Fax:

250-286-3650

Mail:

140 10th Avenue, Campbell River BC V9W 4E3

This position is open to applicants of all genders.

This position requires proof of COVID-19 vaccination.

This position requires union membership and the completion of two criminal record checks.

The John Howard Society of North Island is an employment equity employer.

*All JJEP/Paraprofessional positions are subject to wage grid levels. Positions begin at Step 1 and are increased to Steps 2 through 4 based on number of hours worked.

Job Description

<i>Job Title:</i>	Full Time Attendance Programs Youth Counsellor
<i>Work Site:</i>	Beech Street
<i>Program:</i>	Oasis, Headstart, and 180 programs
<i>JJEP Benchmark:</i>	Adult, Youth and/or Child Counsellor
<i>Grid Level:</i>	14 Paraprofessional Grid
<i>Reports to:</i>	Full Time Attendance Programs Manager
<i>Prepared Date:</i>	September 8, 2006
<i>Approved by:</i>	Executive Director
<i>Revised & Approved by</i>	<i>Executive Director:</i> January 27, 2017
<i>Reviewed:</i>	June 22, 2022

Summary

- Provides primary supervisory and support services to the youths participating in the Headstart or Oasis programs. Responsible for organizing and monitoring youths' individualized day programming.

Key Duties and Responsibilities

To perform the job successfully the Attendance Program Youth Counsellor must be able to perform consistently each essential duty satisfactorily. Other related duties may be assigned.

- Builds and maintains a positive supportive relationship with youth in the program
- Participates fully as a member of the case management team for each youth placement
- Develops and implement intervention plans within program guidelines in consultation with other members of the case management team
- Provides individual and/or group programming aimed at addressing youth issues/needs such as communication skills, anger management, conflict resolution, and problem solving
- Provides youth with opportunities to access community resources as required
- Facilitates the self-development and skill development of youth by identifying, recruiting and developing appropriate resources, and supporting youth participation in developmental activities, i.e. life skills, work placement, academic study, community services

- Provides direct intervention with the youth when required
- Assists in personal hygiene and basic care
- Responsible for ongoing contact and liaison with probation officers who are involved with the youth
- Facilitates open communication within the case management team
- Contributes to regular reporting procedures, including ongoing case notes, incident reports, monthly progress summaries, and exit reports
- Attends meetings as required by John Howard and the Ministry of Children and Families
- Represents John Howard in the community when required by the agency and the Ministry
- Participates in managing/balancing on-site petty cash and youth work budgets

Qualifications

The requirements listed below are representative of the knowledge, skill, and/or ability required to perform each essential duty satisfactorily.

Education and Experiences

- Post-Secondary degree in counselling, child care work or a related field
- A minimum of two years' experience working with high-risk youth in a counselling or other helping capacity required, which should include:

Counselling Skills

- Experience counselling adolescents.
- Ability and willingness to be trained in treatment issues.
- Experience with life skills/job skills programming an asset.
- Understanding of addiction and other abuse issues, and current treatment models.
- Solid understanding of human services ethics with regard to confidentiality and appropriate boundaries
- Ability to maintain a calm professional approach in crisis situations

Case Management Skills

- Demonstrated ability working constructively and cooperatively in a team setting
- Excellent communication and interpersonal skills
- Knowledge and experience with case recording practices

Other Skills and Abilities

Counsellor must:

- Demonstrate a cultural sensitivity and understanding of the client population's socio-economic characteristics.

- Have the ability to form mutually respectful partnerships with youth, their families, and their residential caregivers.
- Have the ability to work with any client that is referred.
- Have the ability to work with values and behaviours that are very different from those of the employee.
- Ensure that personal values and beliefs are not insinuated, promoted, or imposed on the clients.
- Have a positive conviction about the capacity of people to grow and change.
- Have the ability to work in partnership with other team members, including referring authorities.
- Have the understanding and the ability to support the youth's learning experience in prescribed individual programming and treatment.
- Recognize the value of a nurturing family environment and its impact on personal development.
- Have the ability to recognize persons with special needs and make appropriate referrals.
- Have basic computer and internet skills.

Other Job Requirements

- The Attendance Program Youth Counsellor may be involved in co-ordinating and/or participating in activities with youth, which may include physical, outdoor or other active elements.
- Driving is required to attend meetings and to enable contact with youth/families at home or in the community. The worker must have a valid driver's licence and access to safe, reliable transportation, and must obtain appropriate insurance as per Society policy.
- Two completed, acceptable criminal record checks, one from the Criminal Records Review and one from the RCMP.
- Occupational First Aid, Level 1.
- The Attendance Program Youth Counsellor will follow the Code of Ethics and the Mission Statement of The John Howard Society of North Island. The Counsellor will also abide by the relevant rules and regulations and guidelines set out by the Ministry for Children and Family Development.

Diversity

The John Howard Society of North Island welcomes applications from all qualified applicants including but not limited by those of any gender, race, orientation, or disability. Multilingual skills and multicultural competence are assets.