



## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Rehabilitation Counsellor</b>
<b>Department:</b>	<b>Mental Health &amp; Addictions – Rapid Access to Addictions Medicine Clinic</b>
<b>Classification:</b>	<b>Rehab Counsellor</b>
<b>Union:</b>	<b>MGEU Professional Technical</b>
<b>Approved by:</b>	<b>Regional Lead – Community &amp; Continuing Care</b>
<b>Date approved:</b>	<b>November 21, 2024</b>

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### REPORTING RELATIONSHIPS

Position reports to: Manager, Health Services – Mental Health & Addictions

Positions supervised: None

### POSITION PURPOSE

The Rehabilitation Counsellor, while working with an integrated multi-disciplinary team and in partnership with other service providers, provides treatment services to adult clients seeking addiction treatment. This position requires a commitment to a client-centered philosophy and approach to the development, provision and support of Mental Health and Addictions programs and services.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

### ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Conducts bio-psychosocial/spiritual assessments and collaborate with clients to design client-centered, strength-based treatment plans that reflect evidence-based practices and clinical skill.
- Responds to client requests and crises in a responsible, timely and flexible manner.

- Participates on committees, teams or work groups at the local and provincial level as requested by manager.
- Establishes and maintains professional working relationships and regular communication with community and other related organizations relevant to client's needs.
- Match treatment services to client's unique circumstances; addiction treatments such as in-house treatments, etc.
- Provides brief intervention support and short-term counselling to clients.
- Provides education, tools and resources and helps guide clients with navigating systems to best fit with client needs.
- Recognizes the importance of regular individual and team supervision meetings.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Works collaboratively in the context of a provincial organization, with numerous colleagues, to ensure a consistent approach.
- Awareness of the unique circumstances and needs of adults in addictions treatment.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

*Responsibilities and accountabilities are assigned in broad organizational objectives. The position is subject to review of general effectiveness and attainment of objectives through performance measurements.*

## **PERFORMANCE MEASUREMENTS**

1. Successful completion of probation.
2. Biannual performance conversation.
3. Performance will be measured against the above-identified essential functions and basic duties.
4. Performance that contributes to a respectful workplace, Southern Health - Santé Sud mission, vision, core values, policies and procedures.

## **QUALIFICATIONS**

Education/Certification:

- Graduate of an accredited post-secondary education in Health Related Social Sciences (e.g. BSW, BScMH, BScPN, BN, RPN). Other relevant educational qualifications and experience may

be considered or a Diploma in applied counseling with a minimum of two (2) years supervised counselling experience (or volunteer experience).

- Active license and registration to practice as required by professional association and provincial Legislation.
- Certificate in Applied Suicide Intervention Skills (ASIST) is considered an asset.
- Applied Counselling Certificate in addictions is considered an asset.

#### Knowledge required:

- Demonstrates knowledge and skill related to individual and group counselling services to adults whose primary concerns are addictions, mental health and co-occurring disorders.
- Demonstrated understanding of Substance Use, Abuse and Dependency.
- Demonstrated knowledge of crisis intervention techniques.
- Demonstrates skill and knowledge related to Motivational Interviewing techniques and coaching skills.

#### Experience required:

- A Bachelor's Degree in the Social Sciences or related field with a minimum of one year supervised counselling experience; working in the addictions field an asset or a Diploma in Applied Counselling with a minimum of two years supervised counselling experience.
- Experience working from a client-centered perspective and training.
- Experience in the utilization of Motivational Interviewing techniques is essential.
- Demonstrated experience and skills related to assessment, individual and group counselling; excellent organizational, interpersonal and oral communication and documentation skills; knowledge of the addictions and mental health fields and demonstrated ability to work within a complex systems of services are required.

#### Skills/Competencies/Conditions of employment:

- Demonstrated ability to conduct bio-psychosocial/spiritual assessments and collaborate with clients to design client-centered, strength-based treatment plans that reflect evidence-based practices and clinical skill.
- Demonstrated experience in planning, preparing and presenting educational material is an asset.
- Ability to communicate respectfully and positively with clients and staff and presents self in an approachable and friendly manner.
- Demonstrates a genuine enthusiasm for client-centered care and demonstrates empathy and compassion.
- Exhibits the ability to respond to client requests and crises in a responsible, timely and flexible manner.
- Ability to match treatment services to client's unique circumstances.
- Demonstrated ability to maintain current and accurate confidential records of client files.

- Demonstrates the ability to balance the needs of clients, other staff persons, those of the organization as well a strong commitment to self-care.
- Demonstrates enthusiasm for ongoing professional development activities, and engages in reciprocal learning experiences with colleagues and supervisors.
- Demonstrates active listening abilities, is coachable and responds positively to supervision.
- Demonstrates a strong commitment to personal and professional ethics, integrity and responsibility.
- Ability to manage one's own emotions and strong feelings; maintain a calm and tactful composure under a broad range of challenging circumstances; think clearly and stay focused under pressure.
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required.
- Proficiency of both official languages is essential for target and designated bilingual positions
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
- Demonstrated ability to meet the physical and mental demands of the job.
- Good work and attendance record.
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.
- All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy.
- Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000.

## **WORK CONDITIONS**

- No hazardous or significantly unpleasant conditions.
- May work occasionally evenings and weekends as necessary.
- Will be required to travel to other regional facilities as the position duties may require.

## **SALARY SCALE**

As per MGEU Professional Technical Collective Agreement.

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*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*