

## Job Description Counsellor, Building Healthy Families

### Background

Roots Community Services Inc. (RootsCS) is a charitable organization that provides culturally-relevant programs and services to inspire residents in the Region of Peel, primarily from the Black and Caribbean communities, to make positive changes in their lives and within their communities. Our aim is to assist our clients by providing pathways for them to achieve their full potential and in finding solutions to improve their health, well-being and quality of life.

### The Position

The Counsellor, Building Healthy Families, works primarily with the Peel Children's Aid Society to offer African Canadian clients culturally-appropriate interventions and services designed to assist families through various domestic difficulties and stressors, which may have culminated in child protection issues. These issues range from parenting capacity problems, child physical and sexual abuse, adult conflict, parent/child conflict, anger management, addictions and mental health.

- **Type of Work:** Contract until March 31st, 2027
- **Reports:** Manager, Family Services
- **Compensation:** \$33 per hour
- **Hours of Work:** 35 hours per week

### Major Duties & Responsibilities

The major responsibilities for this position include but are not limited to the following:

- Provide culturally-sensitive, therapeutic, counselling on an individual and family basis
- Initiate cases and perform client-centred assessments to determine counselling goals
- Employ a variety of established methods and formulate treatment plans together with clients, monitoring their needs frequently and adjusting treatment plan as needed
- Make referrals or provide advocacy with other resources as necessary
- Collaborate with other professionals and community resources to ensure effective service delivery on behalf of each client
- Ensure the availability of required information for all clients by maintaining concise case records and data in a timely manner
- Maintain case file with historical and current information regarding clients' status, assessment, service plans, service provided, outcome and evaluation
- Facilitate crisis intervention for clients (abuse, child protection concerns, PTSD, panic situation or other critical incidents) and evaluate results of the intervention
- Organize, lead and provide parenting education and awareness group session
- Provide statistical and incident information for monthly and quarterly reports to Board and funders

- Participate in clinical supervision and coaching
- Participate on committees and collaborate with community service agencies regarding projects and initiatives related to parenting and families
- Maintain the strictest confidence for all matters related to work at RootsCS in accordance with relevant agency policy and practice
- Participate in the orientation and training of new employees and students
- Perform other duties as assigned.

### **Qualifications & Skills:**

- Bachelor's degree or higher in Social Work or related discipline
- Three years clinical experience or an equivalent combination of education and experience
- Must be registered, or eligible for registration, with a professional college (e.g., OCSWSSW or CRPO)
- Knowledge of case management including local resources and access to services
- Excellent assessment skills
- Knowledge of relevant legislation, policies and practices pertaining to child welfare and the social service sector
- Ability to engage and build rapport with clients from various social-economic and cultural backgrounds
- Strong client advocacy skills
- Ability to assist in complex client circumstances and maintain healthy boundaries
- Strong understanding of the specialized needs of Black families who may be experiencing challenges related to anti-Black racism
- Knowledge of and sensitivity to the life experiences and diverse needs, identities and cultural backgrounds of Black families
- Knowledge of the Black community including an understanding of culture and local programs and services to which to refer families, such as mental health and counselling support
- Demonstrate ability to work effectively within a team and independently with minimal supervision
- Non-judgmental, caring, compassionate and patient
- Effective oral and written communication, time management and critical thinking skills
- Proficient in Microsoft 365, Google Workspace and data management software
- Highly organized, able to prioritize work, innovative, and self-directed
- Have a clean and recent Police Reference Check
- Valid Ontario G driver's license and have access to a reliable vehicle
- Ability to work flexible hours.

All team members contribute to the ongoing growth and sustainability of Roots Community Services (RootsCS) by engaging in fundraising, strategic planning, and other organizational initiatives. Within a collaborative and inclusive environment, each



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staff member plays a vital role in advancing RootsCS's mission to deliver culturally responsive programs and services that inspire and empower individuals, families, and communities to thrive.

Please email your application with a cover letter to **careers@rootscs.org**, with the subject line Counsellor, Building Healthy Families. Please note that we will review applications on a rolling basis until the positions are filled.

We thank all who apply for this position; however, only those candidates selected for an interview will be contacted.