

Community Links



Job Title: Counsellor

Job Type: Contract Position ending March 2025 – Full Time

Job description

Community Links is a non-profit organization that operates within a community development framework; partnering with community and Service Providers to address community issues. Community Links provides services to all residents in the North Rocky View Region including Airdrie, Beiseker, Crossfield, Irricana, and surrounding areas of North Rocky View County. The main office is in Airdrie.

The Counsellor will provide services to children, youth, adults, couples and seniors to Airdrie and Area community members. The Counsellor will provide counselling services in a single session, regular session, and children/youth therapy sessions. The Counsellor will also provide psychoeducational facilitation of groups and workshops.

Key Responsibilities

Leadership

- Support and participate in Agency and Counselling meetings and committees – (including but not limited to agency, staff, team meetings, peer mentoring, case consult and individual supervision meetings).
- Practice self-development as well as support other's growth and development.
- Inspire and motivate staff and volunteers by providing on-going support and exceptional role modeling of Agency Policies and Values (Respect, Integrity, Quality, Diversity & Inclusion and Collaboration).
- Assist with department specific orientation and training.

Strategic Thinking

- Ensure that the programs and services offered by Counselling Services contribute to the organization's vision, mission and values and meet the expectations of key stakeholders.
- Be supportive of agency philosophy and be comfortable with issues related to the work of the agency.
- Contribute to regular Counselling reports as needed.

Program Planning and Management

- Conduct effective therapeutic counselling (i.e., relationship building, problem solving, resolutions and terminations).
- Plan, implement and facilitate workshops/groups/presentations, both on site and in partner locations.
- Help to ensure that workshops/groups/presentations include industry best practices.
- Provide coverage for Single Session Counselling.
- Coordinate and organize special projects for Community Links, in partnership with other organizations.
- Maintain clear, concise, and up to date records of all contacts and sessions with community members, including case notes.
- Advocate on behalf of individuals, seniors, and families and/or provide support for self-advocacy.
- Provide all aspects of service delivery as a Counsellor including the promoting, planning, preparation, implementation, and evaluation (continuous quality improvement process including surveys, program audits, etc.) throughout North Rocky View.

- Strategies and program designs will reflect theories and philosophies that are evidence-based, strength-based, client centered, trauma informed, and culturally/gender appropriate.
- Assist in program coverage and support peers including helping with program clean up and set up when necessary.
- Ensure that all programs focus on the needs of the community member. This includes referring individuals to other services and programs when appropriate, collaborate with other professionals and advocate to other services on behalf of the community member.
- Implement clear, thorough, and timely communication at all levels using appropriate, effective tools and techniques.
- Ensure confidentiality of community members accessing programs and services in accordance with FOIP and agency policies and procedures.
- Maintain and submit clear and concise statistical information that meets outcome measures, in a timely manner.
- Ensure files, media releases and program photographs (for use in promotional materials) are secured at all times and information acquired during the completion of duties is kept in the strictest of confidence.
- Other duties as assigned.

Community Relations

- Work from a community development framework to establish and maintain partnerships and collaborations in the community.
- Involvement with committees, activities, and events where appropriate and with approval of Manager.
- Represent the organization at agency, community, and partnership activities to enhance the organizations community profile.
- Assist in identifying community needs and ways the organization can respond to facilitate positive change.
- Network, share and access resources with other agencies, programs, and services whenever necessary and appropriate.

Education, Skill Set, Knowledge, and Abilities

- Minimum of Bachelor of Social Work Degree or equivalent.
- Membership with ACSW or equivalent
- Knowledge and experience working with those affected by intimate partner violence is an asset.
- Trauma informed.
- Experience counselling adults, couples, children, youth, and families.
- Experience in facilitating groups/workshops.
- Capable of moving/lifting program equipment, resources.
- Excellent communication skills, written and oral.
- Ability to create a positive impression in a professional and respectful manner.
- Enjoys interaction with people and is non-judgmental.
- Ability to work flexible hours (including days, evenings, and some weekends).
- Experience working in an inclusive, culturally diverse, and multi-disciplinary team setting an asset.
- Competent in or willing to gain knowledge of resources, community, and social issues (within North Rocky View and Area).
- Be willing to accept a variety of job-related tasks.
- A positive attitude with commitment to providing quality service is essential.
- Strong interpersonal skills.
- Use effective stress management skills.
- Strong organizational and multi-tasking skills, including prioritizing and setting goals.
- Is self-motivated and able to work independently.
- Ability to work well with others.
- Proactive, punctual, and reliable.
- Must have or be able to attain a Criminal Record check (Vulnerable Sector).
- Must have or be willing to attain a CS Child and Youth Intervention check.
- Standard First Aid, Level C, CPR/AED and ASIST (Applied Suicide Intervention Skills Training).

- May involve work with children, youth and adults considered to be very high risk including those with criminal tendencies, potential violence and aggression, mental health issues (such as depression and suicidal tendencies), physical/sexual/emotional abuse and/or neglect, and substance abuse.
- Driving in all weather and road conditions. Current driver's license with adequately insured reliable transportation required.
- Required to stand or sit for extended periods of time during performance of duties.

Community Links is committed to creating an inclusive culture where everyone feels valued and respected, and that reflects the diverse community we serve. We welcome applications from all qualified candidates and encourage candidates with diverse backgrounds, experiences, styles, and abilities to apply.

Please submit your resume with cover letter via email: Suzanne Howe – Administrative Services Manager
suzanne@nrvc.ab.ca

(Note: Only those applicants selected for an interview will be contacted.)