

Mental Health Counsellor

Position:	Counsellor	Status:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Casual
Date:	October 4, 2013	Reporting To:	Executive Director and Team Lead
Salary:	\$62,000 - \$69,003 yearly (37.5 hrs/wk)	Supervision:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes

PURPOSE

The Counsellor provides counselling/therapy and other therapeutic functions and participates in the development, implementation, monitoring, and evaluation of programs and services for individuals, couples, families, and the community. The Counsellor is an individual with mental health expertise, be it related to health promotion, prevention, treatment, self-help or peer support. A range of mental health services and supports is offered within the Georgian Bay Family Health Team (GBFHT) and may be offered by a variety of providers either as part of the GBFHT itself or through arrangements with community agencies.

Accountability:

The Counsellor is to practice within the scope and according to the standards of practice as outlined in the following documents:

- *The Regulated Health Professionals Act (1991)*
- *Ontario College of Social Workers and Social Service Workers, Code of Ethics and Standards of Practice, 2000*
- *The Public Hospitals Act (2003)*
- *The Mental Health Act, 1990*

DUTIES AND RESPONSIBILITIES	% PERFORMED
1) Clinical Skills <ul style="list-style-type: none"> a) Provides social assessment of clinic patients. b) Provides counselling services with particular regard to individual and family issues and decisions that impact the health of the patient and family. c) Formulates and implements appropriate therapy to deal with underlying dynamics contributing to or exacerbating the illness. d) Supports and encourages patients/families to articulate their needs, explore their emotional responses and assist problem solving through engagement in a counselling/therapeutic relationship. e) Identifies and supports access to community, voluntary and professional services and programs appropriate to the care needs of the patient. f) Assists the referring physician with referrals to secondary and tertiary health care centres. 	60%

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DUTIES AND RESPONSIBILITIES	% PERFORMED
<ul style="list-style-type: none"> g) Acts as an advocate for patients and their families in matters affecting health. h) Provides house calls and community outreach visits when appropriate. i) Liaises with physicians and other team members as required. j) Liaises with other care providers in the healthcare system and community. k) Provides patient education – individual and group sessions to clarify understanding and management of particular health issues. l) Educates family medicine residents, medical and allied health students on the role of the Counsellor and psychosocial issues facing patients and families. m) Participates in on-going research related to client groups of the GBFHT. n) Provides communication to hospital and community staff and other inter-professional team members to ensure smooth transition for care between sites. o) Works within a common practice framework with standards for assessments, communications, timelines, charting, best practice therapy modalities, etc, p) Sees any patient whom the physician refers, being able to triage and prioritize on a case by case basic. q) Conducts full biopsychosocial assessments and prepares plans for intervention or for further assessment by the consulting psychiatrist. r) Implements various goal-oriented, time-limited treatment and psychoeducational strategies, including such modalities as cognitive behavioral therapy, short-term solution focused therapy, family counseling, and psychoeducation groups. s) Facilitate referrals to other services, including specialized and intensive services in the formal mental health system, and will facilitate communication and networking between the GBFHT and the formal mental health system. 	
<p>2) Communication</p> <ul style="list-style-type: none"> a) Communicates effectively with the physician and other healthcare team members to create a cohesive team and seamless services to the community. b) Communicates effectively with all patients, families, peers, other health care professionals and community partners. c) Participates in interdisciplinary meetings as required. 	15%
<p>3) Reporting</p> <p>Prepares statistical reports monthly, or as required, for the GBFHT and the Ministry of Health and Long-Term Care and participates in their analysis.</p>	10%

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DUTIES AND RESPONSIBILITIES	% PERFORMED
<p>4) Team Development</p> <ul style="list-style-type: none"> a) Works effectively within an interdisciplinary team, in varied practice settings, to improve access to primary care for the residents of the Georgian Bay area. The “patient” may be an individual, a family, a target group or a community. b) Collaborates with providers and patients to ensure that appropriate management, referral and responses to inquiries are provided. c) Utilizes information from individual patients to identify broader implications for health within the community. d) Participates in the development and evaluation of policies, protocols, procedures, and advanced directives to improve patient care and/or to promote efficient utilization of resources. e) Promotes awareness of the GBFHT’s services and programs. f) Actively participates in staff, team and committee meetings as appropriate. g) Provides consultation as requested to community groups, partners and team members. h) Provides leadership and mentorship to students that enter the GBFHT on a placement. Participates in the education of other health professional students. i) Participates in the development, planning and evaluation of treatment, education, counselling and health promotion activities of the GBFHT. 	10%
<p>5) Professional Development</p> <ul style="list-style-type: none"> a) Maintains and develops professional competence through ongoing professional development. b) Stays current and aware of opportunities to implement new, evidenced-based methods of patient assessment and treatment. c) Participates in self-directed learning to ensure that his/her practice remains relevant by attending professional conferences, e-learning and journal reviews. d) Participates on interdisciplinary committees to promote professional/interpersonal development. e) Participates in clinical projects/studies as required. 	5%
<p>6) Related Duties</p> <ul style="list-style-type: none"> a) Models the values and philosophy of the GBFHT. b) Exhibits a commitment to life-long learning. c) Maintains confidentiality of team, personnel and patient information. d) Facilitates appropriate in-house and external education sessions. e) Assists with planning and attends special events. f) Performs other associated duties as required. 	

SPECIFICATIONS

7) EDUCATION / EXPERIENCE:

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- a) Minimum three years of counselling and/or psychotherapy experience.
- b) Academic counselling qualifications – masters degree in social work, psychology, or equivalent, to the level of independent practice is required.
- c) Registered or eligible for registration with the appropriate professional association.
- d) Proficient in current assessment, psychotherapy, and psychosocial counselling techniques for working with individuals, couples, families, and communities.
- e) Working understanding of consensus based decision making, and conflict resolution as well as group facilitation.
- f) Experienced in program development, implementation, monitoring, and evaluation.
- g) In depth knowledge of local health program delivery and community based services preferred.
- h) Superior leadership, organization, research, evaluation, time management, communication, and interpersonal skills.
- i) Current Ontario Drivers' License.

8) SKILLS / ABILITIES:

- a) Proficiency in the use of the computers, particularly in Microsoft Word and Excel.
- b) Experience with Mac computers is beneficial but not required.
- c) Experience with a medical electronic record (EMR) is beneficial but not required.
- d) Desire and ability to update knowledge and skills through various means including technology-based opportunities, courses, workshops, and conferences.
- e) Excellent verbal and written communication skills.
- f) Ability to be open-minded and non-judgmental.
- g) Demonstrated ability to welcome change and manage it innovatively.
- h) Knowledge of the goals; structure; policies and procedures, and programs of the GBFHT.

9) EQUIPMENT USED:

Various diagnostic and medical equipment, computer, printer, scanner, fax, photocopier, telephone, AV equipment (video projection), and a variety of teaching aids.

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10) WORK ENVIRONMENT:

a) ***GBFHT Clinics – Collingwood, Stayner, Wasaga Beach***

The work environment will be in a wide variety of clinic areas that may be well-lit, ventilated and furnished ergonomically but some locations may be less than optimal. Personal office space may or may not be shared.

b) ***GBFHT Satellite or Outreach Sites***

Environment may vary depending on location. Ergonomics, health, and safety of the Counsellor will be an important consideration when the location is furnished and equipped. It may be required to bring some requisite equipment and supplies when reporting to work in these environments.

c) ***In Home Visits***

The Counsellor may be required to provide primary care within the confines of a patient's home. These environments are not assessed before hand and it is the responsibility of the Counsellor to assess the environment for health and safety risks. It is the policy of the GBFHT that no employee is exposed to second-hand smoke. Travel related to the fulfilment of this position description will be reimbursed.

11) REPORTING RELATIONSHIPS:

The Counsellor reports to the Executive Director and Team Lead. In clinical matters, the Counsellor collaborates with the Team and Physician Lead, other physicians and other GBFHT members to provide the most efficient, appropriate primary care to a patient of the GBFHT. The Counsellor collaborates with other community health partners to deliver appropriate services and programs to the community.

APPROVAL SIGNATURES:

Employee

Employer

Date

Date