



Malvern Family Resource Centre

90 Littles Road, Scarborough, ON M1B 5E2

☎ (416) 284-4184 ★ Fax 416-293-1997

Website: www.mfrc.org ★ Email: mail@mfrc.org

Youth and Family Support Counsellor Job Description

Summary:

This position will provide counselling support to youth and their families through a variety of therapy techniques

Responsibilities:

Program Delivery & Case Management:

- Provide information and referral services to youth and their families
- Develop and implement intakes, risk assessment, goal/support plans, transition, follow-up plans with youth and their families
- Support youth and their families through individual and group counselling sessions
- Provide crisis intervention through solution focused supports to youth and their families
- Build internal and external referral systems for client recruitment and access to services
- Regular documentation of all client sessions and apply best practices in the completing of case notes
- Conduct regular psycho-educational workshops/ youth initiative on topics relevant to youth such as: mental health, addictions, healthy relationships, behavioural management, cyberbullying, advocacy etc.
- Provide counselling support for parents/guardians who are experiencing difficulties with their youth
- Provide information and referral services and support to youth team as required
- Conduct service evaluations in order to identify, analyze, evaluate, and address any problems, issues, and
- Hold a case load of approximately 15-20 clients

Administrative Responsibilities:

- Adhere to protocols regarding policies, practices, report writing, and data retention
- Maintains client files, including case notes, and discharge summaries
- Act as an advocate on a local level for systemic improvements within the school and judicial systems
- Keep statistics on individual counselling sessions, group sessions, referrals, workshops facilitated etc. using internal database
- Meet deliverables and report on achievement of deliverables with respect to all funded projects
- Attend workshops and meetings as a representative of Malvern Family Resource Centre
- Participate on agency committees
- Ensure the implementation of the Centre's policies and procedures

Satellite Site: 1321 Neilson Road, Scarborough, ON, M1B 3C2

☎ 416-281137

FAX 416-281-8898

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Other Responsibilities:

- Keep up-to-date on community development trends and research, as well as, current events that impact the local neighbourhood
- Attend all meetings required by funders
- Attend staff meetings, training sessions and other MFRC related events
- Ensure the implementation of the agency's policies and procedures
- Other duties as assigned

Impact of Errors:

Major errors can occur in the following areas resulting in consequences which could be detrimental to the agency. Due care is therefore required, in particular related to:

- Administration: Maintaining accuracy of all agency documentation, efficient operational management, as well as, ensuring diligence with respect to corporate policy
- Liability: Potential corporate liability
- Program: Ensuring the provision of correct information to clients and quality program delivery

Necessary Skills/Qualifications:

- BSW or MSW and relevant experience in counselling with youth and families of diverse population
- Registration with the Ontario College of Social Workers and Social Service Workers (OCSWSSW) an asset
- Experience in providing case management services for youth and families
- Proficient in evidence-based trauma informed modalities such as Cognitive Behavior Therapy (CBT), Narrative Therapy or other competency-based therapy models
- Knowledge, understanding, and sensitivity to the complexity of issues arising for individuals who have experienced abuse, violence, intergenerational trauma and poverty
- Knowledge of a broad range of community resources in the Malvern and Scarborough area
- Knowledge of the impact of social and cultural issues facing marginalized youth and how they affect mental health
- Strong crisis intervention and other specialized crisis management skills (e.g. Suicide intervention, interpersonal communication skills etc...)
- Demonstrated time management skills with the ability to meet multiple deadlines
- Ability to maintain boundaries with clients and provide time-limited counselling services
- Experience in facilitating individual/group counselling from a trauma focused lens
- Good working knowledge of computers and Microsoft software
- Valid Driver's License with access to a car, an asset
- Commitment to anti-racism, non-discrimination, anti-oppressive practices
- Some evening and weekend work required
- Ability to work independently and collaboratively within multi-disciplinary teams
- Assists with other duties as required or as assigned

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Working Environment:

- Good working environment
- Works with interruptions in a busy Centre
- Shared office space
- Some remote work due to COVID-19
- Abides by Malvern Family Resource Centre's policies and procedures
- Travel required to visit satellite sites

Accountability:

- Position will report to the Youth Program Coordinator(s) in consultation with Executive Director
- *Job responsibilities are subject to change under the direction or assignment of the Executive Director, in consultation with the Board of Directors*

For more information or to apply, please email a cover letter and resume to Puja Jit, Youth Program Coordinator at pjit@mfrc.org with the subject heading: YFSC Application "Name".

Closing Date: Open Until Filled

Malvern Family Resource Centre is an equal opportunity employer. All applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted. If you are contacted by MFRC regarding a job opportunity and need accommodation through the hiring process, please contact us at 416-284-4184

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