

## **JOB DESCRIPTION**

**Job Title: CHILD & YOUTH MENTAL HEALTH COUNSELLOR - temporary**

**Last Updated: July 2026**

### **Job Summary:**

The CYMH Counsellor provides assessment, treatment planning, implementation and outcome evaluation for clients of the Ministry of Children and Family Development's Child Youth Mental Health Program. Services will be provided within the following geographical area: Kaslo Ministry of Children and Family Development catchment area.

The Child & Youth Mental Health (CYMH) Counsellor is an employee of Kaslo Community Services (KCS). The CYMH Counsellor will work with the Counselling Team Lead and other program staff to plan and deliver the program. All staff will adhere to policies developed by the KCS Board and guidelines developed by the Executive Directors.

Reports To: Counselling Team Lead.

### **Key Duties and Responsibilities:**

1. Interviews clients, prepares case histories, assesses problems and outlines services provided by the Ministry of Children and Family Development and KCS. Refers clients to appropriate programs.
2. Develops and implements counselling and intervention programs to assist clients in determining goals and the means of attaining them. Plans, prepares and conducts individual counselling sessions with clients, and develops and implements a plan for therapy.
3. Evaluates the effectiveness of counselling programs and clients' progress. Resolves identified problems and moves towards defined objectives.
4. Acts as an advocate for the client, provides support for them while client is in care and, as appropriate.
5. Maintains accurate reports and records on clients and provides monthly statistical information to Sharepoint. Ensures that all required documentation is complete.
6. Maintains a thorough knowledge of community resources to meet clients' needs. Provides liaison, education and advocacy to other professionals, other agencies and the community. Participates in Child / Youth Interagency Committee meetings.
7. Ensures confidentiality of all client-related and privileged agency information.

8. Performs other related duties as required.

**Qualifications:****Education, Training and Experience:**

1. A master's degree in social work, counselling or a related field, or an appropriate undergraduate degree with a minimum of five (5) years' related experience.
2. Able to be registered or licensed with an appropriate provincial body such as Registered Social Worker, Registered Clinical Counselor, etc.
3. Working knowledge of DSM - but employee is not required to make DSM assessments.
4. One to three years' previous work in a similar environment required.
5. Experience working in a child and youth mental health services, direct program delivery experience in the community social services sector with a demonstrated working knowledge of community-based programs and related provincial and community support systems is preferred.

**CONDITIONS OF EMPLOYMENT:**

- Satisfactory Criminal Record Check.
- Must have a valid First Aid Certificate (training provided if needed)
- If clients are to be transported by the counsellor, then a sound vehicle, and clear drivers abstract are required.

**Additional Information:**

This position is required to work in the office of Kaslo Community Services. The counsellor may work outside the office, e.g., in community settings to further the goals of the position and is expected to take an active role in providing opportunities for support and education surrounding the client's issues.

**Hours, Remuneration and Benefits:**

23.5 hours per week

Salary commensurate with experience.

Benefits include: Employee and Family Assistance Program, a professional development budget, clinical supervision, and a warm and inviting working atmosphere.