# Ann Davis Transition Society

**Job Title:** Emergency Mental Health Counsellor

**Job Site:** Ann Davis Transition Society Admin Office:Monday, Tuesday and Friday

Working Remotely: Wednesday and Thursday

**Reports to:** Counselling Supervisor/Executive Director

**Hours:** 4 Month Term, 5 days (35 hours) per week

**Salary Range:** $35.71 .per /hour

**Job Posting:** Immediate Hire

**How to Apply:** Send resume and cover letter to HR@anndavis.org.

**About the opportunity:**Ann Davis Transition Society is an award winning non-profit organization operating in the beautiful, scenic Fraser Valley, Chilliwack <https://tourismchilliwack.com/> area for 40 years. We are client centered with a strong team of committed professionals who work collaboratively to make a positive difference for our clients.

**Summary:**

(During COVID-19 restrictions, a portion of counselling appointments will take place remotely, via phone or Jane App). The Emergency Mental Health Counsellor provides emergency counselling to women, men and youth who are at a high risk for drug addiction, suicide and abuse. These clients may also be homeless, precariously housed and/or street entrenched. This program will provide stabilization counselling, resources and will not offer services of a religious nature.

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**Key Duties and Responsibilities:**

To perform the job successfully the Emergency Mental Health Counsellor must be able to consistently perform each essential duty satisfactorily:

* Assess and identify specific behaviors and emotional issues to be addressed
* Provide counselling services to all clients on an emergency basis when required.
* Provides clients with opportunities to access community services as required.
* Provides direct intervention with clients when required
* Counsel from a feminist perspective addressing such issues as societal structures and values
* Follow Society personnel policies and procedures
* Records kept in a professional manner up to policy/CARF standards
* Maintain strict confidentiality of client information
* Acquire knowledge of community resources and referral process; become thoroughly familiar with Ann Davis programs to make referrals
* Attend and participate in staff meetings, case conferencing, and clinical supervision
* Facilitates open communication within the case management team
* Contributes to regular reporting procedures, including ongoing case notes, incident reports, monthly progress summaries and exit reports.

**Qualifications:**

The requirements listed below are representative of the knowledge, skill, and/or ability required to perform each essential duty satisfactorily:

* Registered Clinical Counsellor or Masters of Social Work RSW or equivalent experience
* Experience with domestic violence/abuse, drug addiction, high risk issues
* Experience with clients who are considered at risk
* Thorough knowledge of community services and resources
* Thorough knowledge of abuse issues and impact
* Understanding of substance misuse and mental health diagnoses
* Knowledge of feminist theory and practice
* OEI, EMDR are definite assets
* Demonstrated ability working constructively and cooperatively in a team setting
* Excellent communication and interpersonal skills
* Knowledge and experience with case recording practices
* Vulnerable Sector Criminal Record Check

**Competencies:**

* Excellent interpersonal and communications skills
* Staff act as role models, business-casual dress code, good boundaries and other professional and ethical behaviors are expected
* Strong organizational and time management skills
* Able to work with little supervision while contributing as a team member
* Well-developed written and verbal communication skills
* Ethical standards as laid out by governing body (RCC etc.), adhere to ADTS policies. Practice professional boundaries
* Counsellor should not transport clients or offer service in a client’s home unless approved by the Executive Director
* Utilize de-briefing opportunities with ADTS staff and management
* Attention to own personal needs, stress management, emotional health
* Demonstrate a sensitivity and understanding of the client population’s socio-economic characteristics
* Have the ability to work with any client that is referred.
* Have the ability to work with values and behaviours that are very different from those of the employee
* Have a positive conviction about the capacity of people to grow and change.
* Have the ability to work in partnership with other team members, including referring authorities
* Have computer, scheduling and internet skills

**Working Conditions:**

* Regular hours are from 9-5, 5 days a week. May need to occasionally be available for flexible scheduling weekdays, weekends and possibly some holidays if required.
* Worksite:
  + Ann Davis Transition Society Administrative Office or remote location during COVID-19 pandemic.

Note: We conduct primary source verification of applicant's credentials including education, training, work history, and licensure. 

STATEMENT OF DIVERSITY

The Ann Davis Transition Society, as an award winning and leading non-profit organization, respects diversity and fosters social inclusion. We strive to deliver inclusive service, affirming the dignity of those we serve regardless of heritage (race, ethnicity, culture, nationality, linguistic origin, place of origin, citizenship, color, ancestry), education, beliefs, creed (religion, faith, spirituality), gender, gender identity, age, sexual orientation, physical or mental health, physical or cognitive capabilities, socio-economic status and political belief.

*The Emergency Mental Health Counsellor will follow the Code of Ethics and the Mission Statement of the Ann Davis Transition Society.*