



## UNION JOB DESCRIPTION

**JD4573**

<b>JOB TITLE:</b>	Mental Health Counselor	<b>JOB DESCRIPTION NO.:</b>	4573
<b>CLASSIFICATION:</b>	Disciplines Allied to Social Work Grade I (a) - Bachelor	<b>GRID/PAY LEVEL:</b>	P 12
<b>COLLECTIVE AGREEMENT:</b>	Health Science Professionals	<b>HSCIS NO.:</b>	44840
<b>UNION:</b>	BCGEU	<b>JOB/CLASS CODE:</b>	44840
<b>PROGRAM/DEPARTMENT:</b>	Mental Health & Substance Use	<b>BENCHMARKS (If Applicable):</b>	
<b>REPORTING TO:</b>	Manager		
<b>FACILITY/SITE:</b>	VIHA South Island Health Services Delivery Area; VIHA Central Island Health Services Delivery Area; VIHA North Island Health Services Delivery Area		

### JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Working in the community setting as a member of a multidisciplinary care team, the Mental Health Counselor provides intake, assessment, intervention, treatment, consultation and referral for clients experiencing mental health problems and their caregivers/families.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. As a member of the multidisciplinary care team, provides service in the community setting by:
  - Screening referrals through the intake process to ensure clients meet service mandate;
  - Providing mental health assessments;
  - Ensuring all clients have a plan of care/treatment developed in partnership and coordinated with the client and caregiver/family and the multidisciplinary team;
  - Utilizing a variety of treatment modalities for individuals, groups and families;
  - Promoting and facilitating client independence, by modeling, counseling and teaching life skills;
  - Acting as client advocate;
  - Performing the function of coordinating client care;
  - Providing culturally sensitive care and services;
  - Documenting observations, interventions and care/treatment outcomes in client records;
  - Reviewing client records to monitor and evaluate care/treatment outcomes; and
  - Maintaining required statistical documentation.
  
2. Provides services that are continuous in all phases of mental health care and support by:
  - Participating in facility discharge planning as required for the purpose of compiling joint assessments and planning care/treatment for inpatient and community clients;

- Assisting other care providers on the multidisciplinary team by providing input and feedback;
  - Attending at various sites in the community, including private homes; and
  - Developing community support components to care/treatment plans that maximize the client's inclusion in the life of the community in collaboration with client, family, contracted support services, community agencies, and other sources of support for the client.
3. Carries out quality assurance activities and projects, analyzing and acting upon information received through incident reports, evaluations and other data, including collecting and compiling statistical data for research and evaluation purposes and contributing to the development of outcome measures for Mental Health Services.
  4. Ensures a safe and healthy working environment by observing universal precautions and infection control procedures; removing obvious hazards; reporting faulty equipment, accidents, injuries and near misses; and adhering to and enforcing rules regarding safety.
  5. Communicates and shares information with community agencies and the public about mental illness and mental health services, promoting good public relations and facilitating an efficient and cooperative relationship.
  6. Performs other related duties as required.

## **QUALIFICATIONS:**

### **Education, Training And Experience**

Baccalaureate Degree in a health related discipline from an approved post-secondary institution; Recognised post basic education related to mental illness; Two (2) years recent related experience; A significant understanding of mental health issues; Knowledge of applicable legislation, such as the Mental Health Act and the Guardianship Act; Knowledge of available programs, their interrelationships, and their function in delivering care in the community to persons with mental illnesses; Knowledge of mental health assessments, treatment methodologies, intervention strategies, the change process, and community dynamics; or An equivalent combination of education, training and experience. Valid BC Driver's License.

### **Skills And Abilities**

- Demonstrate competence congruent with the care and treatment of mental illness;
- Communicate effectively, both verbally and in writing
- Deal with others effectively
- Sound organizational, problem solving and teaching skills
- Sound judgment, good observation and client assessment skills, tact and empathy
- Work independently, demonstrating initiative, with limited supervision
- Work cooperatively as part of a multidisciplinary team
- Promote positive change and independence
- Prioritize and organize client demands made and care needs
- Physically and emotionally carry out the duties of the position
- Operate a personal computer with a variety of Windows-based software
- Foster good public relations
- Operate related equipment
- Maintain a commitment to continued professional development as required by the employer
- Use personal vehicle