



## **PART TIME COUNSELLOR**

This is a unionized position.

### **Job Summary:**

The Part Time Counsellor will provide daily support to the housing program. The Part Time Counsellor will assist and support the clients of the housing program as they learn the life skills necessary to progress to a greater level of independent living.

### **Primary Duties and Responsibilities:**

- Work with the Residential Counsellor to support the client in attaining their stated goals.
- Using a “hands on” approach, direct and supervise the development of daily living skills, i.e., housekeeping, laundry, household safety, menu planning, meal preparation, grocery shopping, money management and personal budgeting. Encourage personal hygiene. Participate in daily household routines to encourage and motivate client involvement.
- Assist in the day-to-day operation and maintenance of the home and property. Provide assistance with chores and meal preparation. Ensure nutritious meals are prepared according to the guidelines contained in the Canada Food Guide.
- Ensure a safe living environment. Conduct regular safety checks and fire drills. Ensure compliance with house rules.
- Assist clients in the development of problem solving, conflict resolution, coping, social and interpersonal skills.
- Monitor clients medications, prompting clients’ as needed to assist with compliance.
- Encourage clients’ participation in meaningful activities (i.e., attendance at day program, educational or vocational activities.)
- Assist in the orientation of new clients.
- Assist clients to access community resources. Advocate on clients’ behalf if necessary.
- Assist the clients in keeping scheduled appointments.
- Transport clients in the community as required.
- Assist in the supervision of group outings and events. Facilitate house meetings.
- Maintain up-to-date client records. Complete all necessary file notes, reports and other written documentation on a timely basis and in accordance with agency standards.

- Adhere to program budget guidelines (i.e., grocery shopping, etc.).
- Report in writing all accidents, injuries and occurrences.
- Work cooperatively as a member of the Residential program team. Participate in team meetings and agency functions as requested.
- Work in compliance with all health and safety policies, procedures and guidelines and the Occupational Health and Safety Act.
- Follow all agency policies, procedures and directives.

(Note, the above specifications are representative of the basic nature of the position and are not intended to be all inclusive.)

**Minimum Qualifications:**

- Diploma or degree from an accredited College or University in the Human Services field.
- One year related work experience.
- Valid driver's license and access to an insured personal vehicle.
- An up-to-date first aid certificate.
- The ability to work with a minimum of supervision.

Durham Mental Health Services is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise Human Resources of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

**Send your applications to [hr@dmhs.ca](mailto:hr@dmhs.ca) with the position title in the subject line.**

**Please note only those selected for an interview will be contacted.**