

Un coup de main
quand l'en a besoin



A helping hand
when you need one

Job Posting

Position title: Children and Youth Counsellor
Status: Permanent
Hours of work: 35 hours / week from November 20, 2017 until March 31, 2018.
As of April 2018: 21 hours/week.
Required: Evening and weekend work required
Salary: \$25.20 / per hour to \$30.36 / per hour

Closing date for this posting: November 10, 2017 / 8:30 a.m.

The Lowertown Community Resource Centre (LCRC) is a non-profit organization offering community and social services to residents of Lowertown.

Job Summary

This position includes offering counselling services to children, adolescents (6-24 year old) and their parents from diverse communities on an individual basis. It also includes offering workshops that are culturally sensitive to children and adolescents in a group setting in neighbourhood schools and LCRC programming. Finally, this position also requires offering parents guidance and support when applying the parenting skills developed in the Positive Discipline in Everyday Parenting Approach. Lowertown is a multicultural community and promoting diversity is a priority for the LCRC.

Job specific responsibilities

- Provide culturally sensitive short and long term counselling to children and adolescents (6-24 years old);
- Provide culturally sensitive parenting skill development as developed in the Positive Discipline in Everyday Parenting Approach;
- Provide evaluation and crisis support to children, adolescents and parents living in Lowertown;
- Coordinate outreach and promotion of project-related activities to community members; especially ethnocultural groups and other relevant community partners;
- Provide guidance and support to LCRC Child and Youth Workers;
- Write regular and efficient case notes using the LCRC database;
- Evaluate community needs and provide accessible and community centered services to Lowertown residents;
- Develop and implement promotional and community development strategies that help strengthen the capacity of individuals and communities.

Common responsibilities

- Working in a manner that preserves confidentiality and seeks to minimize risk in keeping with the Centre's Privacy and Confidentiality Policies and Procedures;
- Incorporating and strengthening collaborative and interdisciplinary teamwork;
- Respecting and valuing the diversity of communities and individuals;
- Contributing to the Centre's activities to collect, analyse and report on data and relevant information;
- Supporting the Centre's student and volunteer placement programs;
- Promoting awareness of and participation in Centre activities and community projects;
- Contributing to the Centre's work by participating in meetings, committees, staff retreat and Annual General Meeting;
- Contributing to the Centre's practices of hiring, orienting and training of staff;

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- Contributing to the Centre's efforts to secure and maximize resources for current and new programs, services and activities;
- Participating in the Centre's efforts to enhance its capacity through staff development;
- Participation in the Centre's strategic planning;
- Supporting the Centre's Occupational Health and Safety Policies and Procedures;
- Working knowledge of Outlook, computers and current communication technology as work tools;
- Understanding of the LCRC's values, principles, and objectives and demonstrated ability to put them into practice in the workplace.

Qualifications

- Post-secondary Master level degree in social sciences, social work or an equivalent combination of education and experience;
- Capacity to provide counselling and workshops in both English and French- a third language is a strong asset;
- A minimum of five years' experience providing counselling;
- A minimum of five years' experience in facilitating group workshops with children and adolescents;
- Knowledge of and understanding of ethnocultural needs and experience working in partnership with ethnocultural communities (particularly from African and Middle-Eastern countries);
- Working knowledge of the Positive Discipline in Everyday Parenting approach;
- Proficiency in French and English;
- Fluency in identified languages based on neighbourhood demographics (Arabic, Somali, Lingala, etc.) a strong asset;
- Excellent people and communication skills;
- Understanding and sensitivity to the issues related to violence and poverty;
- Egalitarian philosophy and non-judgmental attitude (i.e. gender, culture, race, sexual orientation, and other);
- Proven abilities in the areas of organizational skills, conflict resolution, advocacy, and group facilitation;
- Ability to work independently, as well as part of a multidisciplinary team;
- Ability to work a flexible schedule and regularly on evenings and weekends;
- Experience working with multi-cultural communities, low-income communities, high-risk families;
- Demonstrated skills in time management
- Knowledge and experience of collaborating with other community organizations.

Please submit your resume and cover letter by November 10th, 2017 at 8:30 am, to:

**Selection Committee: Family Services
Lowertown Community Resource Centre
40 Cobourg Street, Ottawa, ON K1N 8Z6
E-mail at: reception@crcbv.ca
Or by fax: (613) 789-3443**

We invite you to consult our website (www.crcbv.ca) for more information

The Lowertown CRC respects employment equity and diversity principles.
We encourage all qualified candidates to apply.

**We thank you for your interest in this position.
Only the candidates selected for an interview will be contacted.**