



**Counsellor**  
**Community Hospice Services**  
**Position Description**

**Position Title:** Counsellor

**Reports To:** Director, Community Hospice Services

**Status:** 1.0 FTE, Maternity Leave Contract (12 Months)

**Position Summary:** The Counsellor is responsible for providing assessments and therapeutic counselling support to children, teens and their families who are living with a life threatening illness in accordance with the philosophy, objectives and policies of Hospice Calgary. This position works as part of a multi-disciplinary team linking the resources of Rosedale Hospice, the Children's Grief Centre and the Community Hospice Services team.

The position provides specialized support to clients who are experiencing issues as a result of living with advanced illness in the family, with grief, or any overlay related to trauma. The position also contributes to an ethical, safe, and inclusive environment through knowledge and practice of the organization's policies and procedures.

**Primary Duties and Responsibilities**

**Clinical:**

- Assesses clients to identify their goals and determine required interventions.
- Provides short and long term therapeutic grief and trauma counselling to children, teens and their families who are living with life threatening illness and grieving a death.
- Assesses changing needs of families to determine where support will be provided for optimal benefit (in the home, in hospital, in hospice, at school or at the counselling centre).
- Acts as an advocate on behalf of family for optimal community support and access to appropriate resources.
- Assesses clients to identify whether grief group support is appropriate. Refers clients to age specific group program.

**Education and Professional Development:**

- Consults with the clinical team and/or manager regarding client caseload to ensure optimum counselling interventions and approaches are being utilized.
- Works collaboratively with the Hospice Calgary clinical teams to provide professional consultation and education to other community organizations and professionals.
- Develops, reviews, and is accountable for goals towards personal, professional, and organizational development.
- Participates in working groups, committees and community networking groups as required by the organization and to facilitate personal professional development.
- Participates in research projects within the organization as required.
- Works in accordance with own professional Code of Ethics of accrediting association.

**Administrative:**

- Maintains confidential client case notes as per Hospice Calgary guidelines.
- Records statistics on client and non-client contacts as per guidelines.
- Follows Hospice Calgary's policies and procedures related to client and staff safety.

**Qualifications & Competencies:**

- BSW/RSW or Bachelor of Nursing; Master's Degree in Social Work, Nursing, or Counselling preferred.
- Current registration in professional organization.
- Knowledge of and commitment to philosophy of hospice care, with particular regard to the needs of children and families.
- Minimum 3 -5 years' experience working with children / teens and families.
- Minimum 1 year experience in assessment and counselling in the area of grief and loss.
- Ability to deal with crisis management while prioritizing and triaging the caseload.
- Ability to work independently and within a team environment.
- Administrative and management skills an asset.
- Strong written and verbal communication skills.
- General computer skills.
- Valid Class 5 driver's license and own transportation required.
- Clear criminal record check.

**Working Conditions:**

- A regular work week is required.
- The position requires some flexibility in working hours (168 hours/month) in order to meet the needs of the client and the organization.
- Some occasional evening or weekend work is required.
- Travel is required within city limits and occasionally in local rural areas.