



**Counsellor, Children's Grief Centre**  
**Position Description**

**Position Title:** Counsellor  
**Reports To:** Director, Children's Grief Centre  
**Status:** 0.6 FTE, Permanent Part-Time

**Position Summary:** The Children's Grief Centre Counsellor position is responsible for providing assessments and therapeutic counselling support to children, teens, and their families.

Working within a clinical team and independently, the position provides specialized support to clients experiencing emotional and psychological issues prevalent in grief, complicated grief, and 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**

**Counselling:**

- Assesses clients to identify their goals and determine required interventions
- Provides short and long term grief and trauma counselling to children, teens and their families who are living with life threatening illness or grieving a sudden or expected death
- Assesses changing needs of families to determine how and where support will be provided for optimal benefit (including home, school, or at the Children's Grief Centre)
- Acts as an advocate on behalf of family for optimal community support and access to appropriate resources
- Plans, facilitates (and/or co-facilitates), evaluates and documents group sessions for adolescents, children, and their parents

**Education and Professional Development:**

- Consults with the clinical team and director regarding client caseload to ensure optimum counselling interventions and approaches are being utilized
- Works collaboratively with the Children's Grief Centre team and wider Hospice Calgary clinical team 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 records as per Hospice Calgary guidelines
- Completes assessments, client surveys, and other processes and records associated with counselling and group support
- Follows Hospice Calgary's policies and procedures related to client and staff safety specifically home visiting

**Qualifications:**

- MSW, MA Counselling
- **Current registration in professional organization is required**
- Knowledge of and commitment to philosophy of hospice care, with particular regard to the needs of children and families
- Minimum 5 years of experience working with children, teens and families
- Ability to work independently and within a team environment
- Administrative and management skills an asset
- Strong written and verbal communication skills
- Values volunteers and understands their role in the organization's success
- General computer skills and ability to work with a database
- Valid Class 5 driver's license and own transportation required
- Clear criminal record check and Child Intervention Check

**Working Conditions:**

- Position requires flexibility in working hours (84 hours/month) in order to meet the needs of the client.
- Some evening, weekend work is required.
- Travel is required within city limits and occasionally in local rural areas.