



**Child & Family Counsellor**  
**Living with Advanced Illness Centre**  
**Position Description**

**Position Title:** Child & Family Counsellor

**Reports To:** Program Manager, Living with Advanced Illness Centre

**Status:** 0.6 FTE, Contract Part-Time

**Position Summary:** The Living with Advanced Illness Centre Child & Family Counsellor is responsible for providing assessments and therapeutic counselling support to children, teens, young adults, and their families impacted by advanced illness and grief.

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 primary function of this position is to assess psychosocial needs and concerns of clients from onset of advanced illness to bereavement and provide counselling as required. 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 therapeutic grief and trauma-informed counselling to children, teens, young adults, and their families who are living with an advanced illness and grief.
- Assesses changing needs of clients and families to determine where support will be provided for optimal benefit (in the home, in hospital, in hospice, at school or at the Living with Advanced Illness Centre).
- Acts as an advocate on behalf of family for optimal community support and access to appropriate resources that optimize well-being during their illness journey.
- Assesses clients to identify whether group support is appropriate. Refers clients to age specific group program.
- Works collaboratively with the Children's Grief Centre team and wider Hospice Calgary clinical team to leverage resources and provide the right service at the right time in the right way.
- 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 supervisor 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 college.
- Works with clients and colleagues with professional integrity with intellectual humility.

**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.
- Experience and knowledge of life-changing illnesses, the health care system, and the palliative approach to care.
- Online Zoom counselling is an option for selected clients. Experience and confidence with online counselling is an asset
- Minimum 2 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 (100.8 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.
- Requires own vehicle and active driver's license
- Ability to lift up to 15 lbs.