

Counsellor  
Living With Advanced Illness Centre  
Position Description

**Position Title:** Family Counsellor

**Reports To:** Director, Living With Advanced Illness Centre

**Status:** .5 to 1.0 FTE, Contract with potential to become permanent

**Position Summary:** The Counsellor is responsible for providing assessments and counselling support to clients who are living with a life threatening illness and their families. This position works as part of an inter-professional team linking the resources of Rosedale Hospice, the Children's Grief Centre, with the Living with Advanced Illness Centre team.

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**

**Clinical:**

- Provides counselling and group facilitation to clients, caregivers, and families living with advanced illness and grieving a death.
- Assesses clients to identify their goals and determine required interventions.
- Provides counselling services in the community (home, school, hospital, hospice) and at our counselling Centre.
- Acts as an advocate on behalf of client/family for optimal community support and access to appropriate resources and refers clients as necessary
- Participate in weekly inter-disciplinary rounds at Rosedale Hospice as required.
- Use research based therapeutic interventions to support individuals and families as they navigate life-changing diagnosis and family situations
- Create a safe, respectful and engaging space for families using trauma-informed and strength based approaches.
- Engages in clinical supervision and can collaborate with team members to effectively support our clients.

**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 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 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.
- Performs other duties as required.

**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.
- Continuously researches best practice. Provides current resource information to clients and initiates sharing of knowledge with staff, colleagues, and the community.

**Qualifications & Competencies:**

- Master's degree in Social Work; psychology or counselling preferred.
- **Current registration in professional organization is required.**
- Minimum of 2 years counselling experience involving palliative care or grief, including work with children/teens and families, and adults.
- Knowledge of and commitment to philosophy of hospice care.
- Ability to deal with crisis management while prioritizing and triaging the caseload.
- Ability to work independently and within a team environment.
- Values volunteers and understands their role in the organization's success.
- Experience working as or with volunteers an asset.
- 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 and child intervention check.

**Working Conditions:**

- A regular workweek is required.
- The position requires some flexibility in working hours (100.8 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.