

Brain Care Centre Position Description
Support Facilitator/Counsellor– Permanent, Full Time

This is a permanent full time (37.5 hrs. /week, 8:30 am – 4:30 pm, Monday to Friday) position based in Edmonton. The anticipated start date of this position is February 19th, 2018.

Please apply with resume and cover letter via email to Jean Roy Support Services Team Lead, at jean@braincarecentre.com

The deadline to apply for this position is midnight on Monday, February 12th, 2018.

Salary is \$46, 000.00 annually. Full benefits are available on a cost-shared basis after three months of employment. Vacation is accrued at 1.25 days per month of employment. An operational vehicle with \$2M third party liability, valid driver's license, clear criminal record check, and cell phone are required for this position. This position requires a preferred Master Degree in Counselling or Related degree, preferably at a graduate level; good standing with professional governing body if applicable. Preference will be given to applicants that are highly motivated with strong organizational skills and have experience in counselling and working with individuals with disabilities and/or vulnerable populations.

Support Counselling

Conduct a thorough initial interview with client and caregiver referrals to assess needs, set goals and determine appropriate course of treatment
Meet weekly with co-counsellor to distribute new referrals, consult on interventions for clients, share professional development resources, and discuss other counselling resources
Research best practice assessment tools to assist in developing treatment options
Maintain communication with Service Coordinators and applicable professionals regarding follow up with clients
Determine appropriate counselling discharge plan for clients

Life skills classes

Contribute to development and delivery of life-skill based group interventions and classes
Identify the type of life-skill classes or workshops that will most benefit clients
Ensure outcome measures are developed and recorded for each class participant
Facilitate educational sessions on brain injury for a variety of audiences
Provide information about BCC services at community resource fairs and other venues

Other Job Expectations

Be familiar with and adhere to proper administrative procedures and Brain Care Centre's Policies and Procedures.
Be punctual and reliable
Work as part of a team or independently
Demonstrate initiative and maintain confidentiality
Be flexible and able to adapt to the learning environment