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<b>JOB TITLE</b>	Child, Youth and Family Therapist
<b>PROGRAM:</b>	Clinical
<b>JOB CODE:</b>	Professional
<b>REPORTS TO:</b>	Clinical Team Lead / Clinical Supervisor Operations Manager
<b>DATE:</b>	May 2026

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## **JOB DESCRIPTION**

### **Job Summary**

Under the direction of the Manager/Team Leader, the Child, Youth and Family Therapist is responsible for assessing and providing services for families, children, youth and parents in Haliburton County to address social, emotional and behavioural needs.

### **Responsibilities**

#### Quick Access Clinic

Worker shall:

- Conduct single sessions through our Quick Assess Clinic with parents and children, or with youth 12 years and older with or without parents with a Brief Narrative and Solution focused approach
- Complete consents to service, review risks and benefits
- Gather background information from parent/ child/ youth.
- Collaboratively with the client develop skills, strategies and next steps to support goals
- Consult with manager regarding referral and/or closing
- Ensure consent forms are signed and risks and benefits reviewed.
- Determine, in consultation with client(s) and supervisor whether further service is needed; if so, the appropriate version of the CANS is completed the client is placed on the wait list
- Communicate/collaborate with other service providers.
- Complete reports appropriate to service.
- Enter documents and statistics in database.

#### Counselling/Therapy

Worker Shall:

- Conduct therapeutic sessions with the child/youth/family
- Complete contact notes, obtain applicable consents
- Complete relevant CANS
- Complete Initial Service Plan and Reviews as per the flow chart
- Participate in case conferences
- Implement plan, review progress and adapt plan as needed
- Liaise with other service providers as required
- Enter documents and statistics in database

### Crisis Intervention

Worker shall:

- Respond within one hour to crisis situations
- Complete relevant CANS (crisis)
- Establish safety plans, making referrals (internal or external) as needed
- Provide intensive service for up to 21 days
- Complete required crisis reports, contact notes, and consent
- Liaise with/refer to other service providers as needed
- Enter documents and statistics in database

### Case Management

Worker shall:

- Manage clients in multiple services (through case conferencing, collaborating with other service providers, writing reports (e.g. co-ordinated service plans), advocate both internally and externally, offer flexibility on service models to serve high needs clients (e.g. children on the spectrum).

### Other Duties

Worker shall:

- Participate in internal/external committees (e.g. staff, team, health and safety),
- Assume other duties and responsibilities that may be assigned in accordance with experience, training and education
- Perform other duties as directed
- Check email and voicemail regularly
- Complete statistics in database, mileage/expense claims and attendance forms
- Complete consents and reports required for specific programme.
- Participate in agency groups/projects such as Youth Hub, Family Fun Night, Mindfulness Martial Arts, Young Warriors, Summer Fun Zone, etc., Duties consisting of over 10% of work time will be documented in the Human Resources file.

### **Education/Orientation/Public Relations**

Worker shall:

- Participate in the orientation of new staff, volunteers, students as required
- Provide training/presentations to colleagues, other departments and community agencies as required
- Participate in the organization and delivery of clinical/Agency educational activities
- Provide ongoing community liaison to promote referrals and ensure effective service
- Facilitate community relationships
- Participate in ongoing training

### **Responsibility for Others**

- Assign and check work of students/volunteers/trainees
- Provide guidance to students/volunteers/trainees
- Provide peer support/consultation

### **Supervision**

- Participate in monthly staff meetings
- Participate in monthly team meetings
- Organize and participate in monthly individual supervision
- Complete supervision notes and submit to supervisor
- Provide input and participate in annual performance appraisal

## **JOB SPECIFICATION**

### **Education/Qualifications**

- Masters degree in Human Services/Social Work/Counselling or Bachelor's degree in Human Services/Social Work/ Counselling and equivalent experience
- Eligible and/or registered for membership in a professional association that is permitted to practice the controlled act of psychotherapy as outlined in the Psychotherapy Act (2007)
- Able to transport clients in agency vehicles and/or personal vehicle with required driver's license and insurance coverage
- Current First Aid or willing to obtain

### **Knowledge/Skills/Ability**

- Ability to relate to clients and their issues
- Self-starter able to manage one's own work independently
- Team player supportive of work/life balance and flexibility
- Ability to manage a crisis, advocate on behalf of client
- Good writing skills
- Utilizing evidence-based, evidence-informed and best practices
- Proficiency in Microsoft Office and database

### **Experience**

- Minimum 2 years working experience with children and families.
- Up-to-date on treatment methods and diagnoses

### **Communication Skills/Teamwork**

- Reading and writing of reports, minutes, and understanding manuals, program materials, policies and procedures, etc.
- Consultation with supervisor as required
- Collaborate/consult with peers and other service providers/professionals
- Responsible for resolving issues and conflicts with fellow workers in a respectful manner
- Contribute to positive and healthy agency environment

### **Initiative/Judgment/Choice of Action**

- Resolves conflicts that may arise between various parties: parents, families, clients, other service providers
- Consults with peers on specific presenting issues, current practices, ideas for programming
- Consults with supervisor regarding client complaints, serious occurrences, high risk situations, program planning and evaluation, conflicts that remain unresolved at other levels
- Participates in development and review of methods, processes, protocols, programs and presentations that address client needs or delivery of services
- Refers to Agency policies and procedures, relevant legislation, service agreements as situations demand

### **Consequence of Error**

- Making errors in providing good assessment and interventions could result in emotional harm, lack of developmental opportunities or progress or serious harm
- Making errors in dealing with a crisis situation could result in physical/emotional harm to client, lack of credibility to the organization or serious harm
- Breach of confidentiality could result in emotional harm, compromising safety of client, credibility issues and lawsuit to the Agency
- Serious errors could result in loss of credibility to the Agency

### **Accountability**

- Child, Youth and Family Therapist understands the vision, mission, goals and objectives of the Agency
- Child, Youth and Family Therapist is accountable to parent/ caregiver/ family/ child/ youth
- Child, Youth and Family Therapist is accountable to the clinical team and supervisor
- Child, Youth and Family Therapist maintains an up-to-date calendar at all times and can easily contact or be contacted when out of the office
- Maintains strict confidentiality regarding client information
- Maintains a positive working relationship with all staff

### **Health and Safety**

Maintains a safe work environment by:

- Being aware of Agency's safety policies and procedures and flagging hazards when encountered
- Consistently using safe work practices
- Ensuring that the work area is tidy and free of safety hazards
- Storing all equipment, supplies and disposing of any materials in a safe manner
- Complying with all safety regulations under the Occupational Health and Safety Act
- Complying with Personal Health Information Privacy Act (PHIPA)
- Informs appropriate person of safety/risk concerns

### **Mental Effort**

- Frequent visual concentration (working on computer, reading, researching material)
- Frequent intense listening concentration (client assessments/interviews/sessions)
- Dealing with clients in crisis, conflicts between families/parents/caregivers and other service providers
- Emotional effort addressing serious social/emotional/behavioural issues

### **Physical Effort**

Staff may be required to:

- Sit, stand, walk, bend, twist, crouch, lift, push, move pieces of equipment of various sizes and weight
- Carry and use tools and equipment (video camera, projector, communication devices, printers, toys/activity equipment, computer, fax, TV/DVD)

### **Working Conditions**

- Working conditions are comparable to standard office conditions with minimal exposure to hazards
- Working directly with clients exposes staff to risks of physical injury, violence, psychological/emotional injury, and infections

- Driving to clients' homes, childcare centres, schools and other service providers exposes staff to hazards associated with driving, especially in inclement weather
- Staff working alone out of office, (i.e. client homes) are at higher potential risk of physical or emotional harm/injury/abuse
- Working after hours, or occasionally weekends may be required.