

**Job Title: Parent and Family Counsellor**

Location: Ottawa, Ontario, Canada

Reports To: Manager, Adult Services

Job Status: One (1) Full-Time Perm Position

Starting Rate of Pay: \$28.91/hour, 37.5 hours per week

We are currently receiving applications for one (1) Parent and Family Counsellor (Bilingual) that will work in a full-time permanent capacity.

**RESPONSIBILITIES**

This position will initially be based at 312 Parkdale Avenue, and may require the successful candidate to work in collaboration with community partners at other locations.

This position requires the incumbent to be fluently bilingual in French and English.

The counsellor works collaboratively in conjunction with clients as part of a multi-disciplinary team of agency colleagues and/or colleagues from partner agencies to:

- Provide clinical practice and interventions relating to intake, assessment, education, treatment, consultation, and referral for parent clients who are currently experiencing, or are affected by problems related to substance use;
- Provide individual counselling, group counselling and psychoeducational groups to parent clients, both in short-term & long-term capacities;
- Work effectively with parent client who present with multiple and complex problems, including challenges with substance use, concurrent addiction and mental health issues, trauma including PTSD, legal problems, unemployment and limited income, medical problems, and limitations imposed by restrictions in access to other socio-economic determinants of health;
- Work within Rideauwood's framework and standards, using both harm reduction and abstinence focused models based on the client's needs;
- Review and evaluates client's progress and makes adjustments to treatment plans as required. Provides feedback and support to clients;
- Accept and make referrals to outside agencies;
- Take an active role in preparing for and participating in community presentations and meetings;
- Participate in all assigned meetings, staff development and training as required;
- Participate in the training and mentoring of other professionals and students;
- Contribute actively to administrative and teamwork functions;
- Maintain client records and statistics; and,
- Other duties, as required.

**EDUCATION, TRAINING, AND EXPERIENCE**

- Minimum of a three-year (3) degree in a health or social sciences related discipline from an accredited post- secondary institution; mental health and addictions certification an asset;
- Minimum of three year (3) recent related experience;
- Significant understanding of substance use issues – specifically, how they affect the family and parents – and mental health issues, concurrent disorders, and evidence-based treatment practices to address them;

- Experience in facilitation or co-facilitation of group programming for youth, adult and/or parents required;
- Experience in working with clients who are experiencing trauma, particularly PTSD, as well as having substance use disorder(s) is essential;
- Thorough knowledge of and proficiency in contemporary assessment and psychosocial counselling techniques, including addiction and mental health issues among youth and in communities and society at large;
- Comprehensive knowledge of and skilled practice in individual, group, and crisis counselling methods, and case management;
- Ability to provide culturally competent service to clients of diverse ethno-racial and cultural backgrounds is essential and experience completing comprehensive mental health assessments as part of an interdisciplinary team;
- Ability to deal effectively with crises, including a threat of self-harm, or harm to others;
- Knowledge of mental health and trauma and how they relate to addictions;
- Knowledge of available programs and services, their interrelationships, and their function in delivering services in the community;
- Knowledge of legislation applicable to performance of job responsibilities;
- Excellent organizational, interpersonal and written communication skills and the ability to work effectively in a fast-paced environment;
- Familiar and proficient with computers, including but not limited to the Microsoft Office suite of tools;
- Registration and/or certification with appropriate professional college or licensing body is desired; and,
- Ability and willingness to work within regular office hours – with regular evening and occasional weekend hours. This schedule may change from time to time, so flexibility is also required.
- Bilingualism in English and French is required. Additional languages considered assets.

**WAGE PROGRESSION**

Year 2: Effective April 1, 2024										
Classification	Increase	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Addictions Counsellor Adult and Family	4%	\$28.91	\$29.21	\$29.50	\$29.80	\$30.09	\$30.40	\$30.70	\$31.02	\$31.34

If you are interested in this position, please submit a current resume and letter of interest to HR at [hr@rideauwood.org](mailto:hr@rideauwood.org) answering the following questions:

**Based on your experience and practice, and given what you know about this position:**

- (1) what motivated you to apply for this position, and
- (2) what makes you a suitable candidate for this position?

**Deadline for Applications:**

**Internal applications:** May 5, 2025 at 5:00pm

**External applications:** May 19, 2025 at 5:00pm

*Rideauwood is an equal opportunity employer and supports equity, diversity & inclusion. If any accommodations are needed for applicants during the selection process, please notify HR at [hr@rideauwood.org](mailto:hr@rideauwood.org).*