



Job Title: School Based Counsellor

Location: Ottawa, Ontario, Canada

Reports To: Manager, Youth and Young Adult Portfolio

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

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

We are currently receiving applications for one (1) Full Time Permanent School Based Counsellor who will work in their assigned schools and/or school board functions.

The School Based Program operates within the parameters required by each School Board and each School's administration. The Rideauwood School Based Counsellor, Vice-Principals, Guidance Counsellors, School Social Workers, Special Education Staff and other school board staff identify and respond to students in difficulty as a result of substance use. Counselling and educational class presentations are available year round. Referrals for substance use related problems are made by the administration, guidance staff, and vice principals to the Rideauwood School Based Counsellor.

Responsibilities

- Provide counselling and referral services within their assigned schools to students who: (1) currently have or are at risk for developing substance use disorders, and (2) students who are concerned about someone else's substance use;
- Provide monitoring and follow-up services to clients;
- Provide counselling and referrals for clients who present with multiple and complex problems, including challenges with substance use, concurrent disorders, problem gambling, enmeshment with criminal justice and family court systems, 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 harm reduction and community development approaches;
- Contribute actively to administrative and teamwork functions within the school setting, such as school staff educational sessions, school staff meetings, professional development days, school community events
- Work evenings at times and other duties, as required.

Education, Training and Experience

- Minimum of a (3) three year degree in a health or social sciences related discipline from an accredited post-secondary institution; mental health and addictions certification an asset;
- Minimum of (1) one year recent related experience;
- Significant understanding of substance use issues, mental health issues, concurrent disorders, problem gambling, and evidence-based treatment practices to address them;

- Proficiency in contemporary assessment and psychosocial counselling techniques, including substance use and mental health issues among youth and in communities and society at large;
- Knowledge of and skilled practice in individual 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 threats 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;
- Ability and willingness to work regular school hours. The role will occasionally require some evening work for presentations as requested by the School Board or schools.
- Daily access to a vehicle required.

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
School Based Counsellor	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@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: Wednesday January 14th 2026 @ 5:00pm

External: Wednesday January 21st 2026 @ 5:00pm

*Rideauwood values Equity and Diversity and is an equal opportunity employer.
If any accommodations are needed for applicants during the selection process, please
notify Human Resources at hr@rideauwood.org*