

FAMILY SERVICES of the NORTH SHORE

Job Posting – Independent Contractor

Position: Relief Intake Counsellor
Position #: 13-1110
Reports to: Program Manager / Clinical Supervisor – Individual, Family & Couple
Counselling & EAP Programs
Location: North Vancouver office
Closing: November 29, 2013

The Agency:

Family Services of the North Shore is an accredited, not-for-profit, community based organization that serves the City and District of North Vancouver, the District of West Vancouver, Lions Bay and Bowen Island. Family Services of the North Shore also provides provincial wide programming in the prevention of eating disorders.

The Clinical Programs:

The Agency offers clinical counselling to individuals and groups, couples, children and youth. Many services are available in Farsi, Korean, Mandarin and Cantonese as well as English. Some programs are free of charge and others are offered on a sliding scale basis.

The Job:

The Intake Counsellor is the first point of contact for those seeking counselling at the Agency. The Intake Counsellor will provide the intake process and short-term counselling by telephone and in person. The Intake Counsellor will determine which Agency program is appropriate for the client and set the fee, if applicable. You will also be responsible for entering the applicable data into our Client Information Management system (CIMS) database. The Intake Counsellor will provide referrals and other information to those for whom our services may not be suitable or to provide assistance during the waiting period.

This is a contract position to provide Intake services when the regular Intake Counsellor is absent. There is an immediate need for coverage in December of 2013 and part of January 2014 as well as other pre-determined dates.

The Candidate:

The successful candidate will have a Bachelor's degree in Psychology or Social work as well as experience providing short-term or crisis counselling. Previous experience providing Intake Counselling would be considered an asset.

The successful candidate will also have an awareness of community resources and systems and be competent working with diversity.

Language proficiency in Farsi, Korean, Mandarin or Cantonese is considered a significant asset.

Please respond, in confidence, to:

*Kathleen Whyte
Manager of Human Resources
Family Services of the North Shore
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While we thank all applicants for their interest, only short-listed candidates will be contacted.