



## INTERNAL AND EXTERNAL JOB POSTING: COUNSELLOR (CONTRACT)

**POSTING DATE:** Thursday, May 30<sup>th</sup>, 2019  
**CLOSING DATE:** Sunday, June 16<sup>th</sup>, 2019 at 5:00pm  
**STATUS:** Full-Time, 6 Month Contract (37.5 hours per week)  
Bargaining Unit Position, Category 1  
Salary: \$50,278 - \$51,459 (in lieu of vacation, 4% vacation pay will also be paid).

### JOB DESCRIPTION

This role is responsible for providing counselling services to individuals, couples and families who are living with, affected by, or at increased risk for HIV. Specific duties and responsibilities will also include, but are not limited to the following and may be subject to change:

### RESPONSIBILITIES

#### Counselling

- Provides individual, and couples counselling to service users through booked and drop-in appointments
- Provides short and medium-term trauma informed counselling to people living with, affected by, or at increased risk of HIV; provides biopsychosocial assessments, formulate treatment plans, and provide referrals to appropriate community resources.
- Counselling modalities could include, but not limited to, CBT, Narrative, Solution Focused, and Motivational Interviewing, using anti-oppressive and harm reduction frameworks.
- Responds to telephone, email and online inquiries related to counselling services and provides information, support and referrals.
- Advocates on behalf of service users with health care providers

#### Community Development and Representation

- Represents the agency on sector-wise working groups related to program evaluation and the development of new services.
- Represents the agency at a variety of ASO network meetings.
- Prepares and delivers workshops on HIV and psychosocial and/or related issues, as needed.

#### Administration and General Duties

- Enters up-to-date clinical and statistical information.

- Maintains case records and statistics.
- Participates on teams and external committees to plan, coordinate and deliver new and existing services, communicate information, resolve problems and achieve the goals of the organization.
- Participates in monthly external clinical consultation.
- Other duties as assigned by the Manager of Support Services.

### **Qualifications**

- Master's degree in social work, educational psychology, or a related field, or a combination of education and related experience.
- Minimum two years related experience in counselling, crisis intervention and case management.
- In depth understanding of HIV and AIDS, safer sex and risk reduction principles and practices.
- In depth understanding of LGBTQ communities and experiences
- In depth understanding of harm reduction principles and practices
- Experience in the delivery of online counselling is an asset
- Experience in the delivery of trauma-specific counselling is an asset
- Must demonstrate sound knowledge of crisis intervention, understand and be able to apply the concepts of client-centered relationships.
- Must be able to create a safe and supportive environment for clients to address issues.
- Ability to work cooperatively and professionally with clients, team members, internal and external contacts.
- Excellent organizational, computer, problem solving, interpersonal, verbal and written communication skills.

In addition to compliance with all organizational policies and procedures, the incumbent is also expected to work in a manner that aligns with ACT's values, demonstrate competence in effective communication and team building, demonstrate effectiveness in working in a collaborative environment, and demonstrate confidence in decision-making and in building relationships.

### **APPLICATION PROCESS**

Please forward a current resume, with covering letter detailing how your qualifications match this opportunity, to the address noted below:

Careers  
 AIDS Committee of Toronto  
 543 Yonge Street, 4<sup>th</sup> Floor  
 Email: [careers@actoronto.org](mailto:careers@actoronto.org)  
 Fax: 416.340.8224

Please visit our website for more information: [www.actoronto.org](http://www.actoronto.org).

We thank all candidates for their interest in the work of ACT; but only candidates selected for an interview are contacted. No telephone or walk-in inquiries please. All applications are considered confidential.

*ACT is committed to and adheres to the principles of the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act (AODA), Employment Standards, the Pay Equity Act, the Occupational Health and Safety Act and all other applicable legislation. We are committed to integration and to removing barriers to accessibility in the workplace. We strongly encourage applicants to apply who are living with HIV and who self-identify on the basis of any of the protected grounds under the Human Rights Code including but not limited to age, gender identity, race, ethnicity, ability/disability, or sexual orientation. ACT recognizes that equitable access to employment is an agent in social change.*