



## INTERNAL/EXTERNAL JOB POSTING

### **Counsellor (Part-time)**

Part-time (15 hours/week. 0.4FTE), Permanent position.

Bargaining Unit/ Starting Salary- \$58,580 - \$59,927 (Category 1, pro-rated to 0.4FTE)

### **WHO WE ARE**

ACT works to reduce new HIV infections in Toronto/GTA and promotes the independence, dignity, health, and well-being of people living with HIV and AIDS and those at increased risk of HIV.

ACT does this through a variety of programs and services for women, young people and gay, bi, queer men including one-on-one counselling, psychosocial and social support groups, and harm reduction and outreach services, both online and in community. ACT produces sexual health information campaigns to help priority populations make informed choices about their sexual and mental health and offers a one-of-a-kind employment services program for people living with HIV and 2SLGBTQ+ people on ODSP income supports. ACT serves all in the community who are living with or at risk for HIV, with over 60% of people accessing services from Black, Indigenous and other communities of colour.

### **WHY WORK WITH US?**

Permanent employees are entitled to:

- Comprehensive group health and dental benefits from start date of employment.
- Defined contribution pension plan after one year of employment.
- Three weeks' vacation (pro-rated) in your first year of employment; four weeks' vacation (pro-rated) after one year.
- Generous sick day allotment.

All staff have access to:

- Employee Assistance Program (EAP).
- Training and development opportunities.
- Opportunities to participate in various committees that allow for learning and collaboration across the organization.
- Organizational commitment to work-life balance.
- Opportunity to contribute meaningfully towards improving the sexual, mental, and emotional health of people living with HIV and those at increased risk in our community.

### **ABOUT THE OPPORTUNITY**

We are currently looking for a **Counsellor (Part-time)** to join our Mental Health Services team.

**As the Counsellor will be working with trans and cis women, non-binary and queer communities, someone identifying as a cis or trans woman is required for this position.**

## JOB SUMMARY

This Counsellor position will provide assessment, counselling, and referral services to assist service users in discussing issues related to their sexual and mental health, including but not limited to substance use, coming out, disclosure of HIV status, HIV stigma, relationship issues, anxiety and depression, isolation, and marginalization, adjusting to life in Canada, shame and guilt, negotiating safer sex, and body image.

Most of the role will be providing group-based mental health services for trans and cis women, non-binary and queer people living with or at risk of HIV. Services will be provided at ACT's offices, both in person and virtually.

## RESPONSIBILITIES

Specific duties and responsibilities will include, but are not limited to the following and may be subject to change:

### **Counselling**

- Facilitates group-based interventions on a variety of mental health issues in collaboration with ACT Women Programming for trans and cis women, non-binary and queer people living with or at risk of HIV.
- Provides assessment, individual counselling, and referral services to communities of people living with or affected by HIV.
- Provides short-term counselling and emotional support to people living with and at increased risk of HIV; provides information and assistance in developing and implementing appropriate counselling modalities; including, but not limited to, CBT, Narrative, Solution Focused, and Motivational Interviewing, using anti-oppressive and harm reduction frameworks.
- Continually assess needs, including other support or on-going counselling services, financial assistance and/or other community supports, and makes referrals where appropriate.
- Identifies anxiety and depression, possible self-harm and suicide risks and makes referrals.
- Provides affirming, supportive experiences to foster a sense of community.
- Addresses sexual health issues using a risk reduction and sex positive approach.
- Advocates on behalf of service users with health care providers.
- Provides affirming, supportive experiences to foster a sense of community through a BIPOC lens of inclusion.

### **Referral Services, Community Development and Representation**

- Acts as a resource for service users by making referrals to other HIV, Harm Reduction, and Mental Health related organizations and programs.
- Advocates on behalf of service users with health care providers and others to ensure needs are met.
- Represents the agency on work groups related to assessment and the development of new and existing services.
- Represents the agency at a variety of service-related networks.
- Prepares and delivers workshops on HIV and psychosocial related issues as needed.
- Participate in community-based networks, and educational initiatives related to issues those living with, at increased risk for, and/or affected by HIV/AIDS.
- Represents the agency on sector-wide working groups related to partnerships, program evaluation and the development of new services, and at a variety of HIV network meetings.
- Prepares and delivers workshops on mental health and sexual health as needed.

## **Administration and General Duties**

- Maintains program records, including maintenance of information in databases of appropriate service user demographics and service provisions.
- Contributes to statistical and program reports and proposals.
- Actively involved with the ongoing evaluation, development, and maintenance of all aspects of the counselling program, including evaluating needs and services required.
- Participates on ACT 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.
- Responds to telephone, email and online inquiries related to counselling services and provides information, support, and referrals.
- Demonstrates ethics and integrity throughout course of employment.
- Other duties as assigned by the Manager of Mental Health programs.

## **QUALIFICATIONS**

- Master's degree in Social Work, Psychology, Counselling or a related field, or a combination of education and related experience.
- Registration with the Ontario College of Social Workers, College of Registered Psychotherapists of Ontario, and/or Canadian Counselling and Psychotherapy Association is an asset.
- Minimum two years related experience in group facilitation, counselling, crisis intervention, or case management with a working knowledge of a variety of counselling approaches appropriate to the intervention context, including: CBT, Narrative, Solution Focused, and Motivational Interviewing, using anti-oppressive and harm reduction frameworks.
- In depth understanding of HIV/AIDS, safer sex/risk reduction principles and practices.
- Experience working with people living with HIV, lived experience, visible members of Black, Indigenous and people of colour, and trans/non-binary communities.
- Demonstrated experience and knowledge of health issues that impact LGBT2Q+ and Black, Indigenous and people of colour communities and an understanding of the ways that other intersecting identities shape lived experiences (e.g., race, age, gender identity, gender expression, ability/disability, socio- economic status, immigration status, etc.).
- Demonstrated understanding of substance use issues and how they intersect with sexual health.
- Experience in the delivery of virtual and/or telephone counselling is an asset.
- Ability to use sound judgement during high pressure situations, where service user safety may be at risk.
- Ability to anticipate potential problems/conflicts and take appropriate actions for resolution.
- Knowledge of community resources and referrals in Toronto/GTA.
- Ability to use discretion, independent judgment, and tact in handling very complex, sensitive, or confidential information or situations.
- Ability to work flexible hours, including availability for evenings.
- Excellent organizational, computer (Microsoft Office and Zoom), problem solving, interpersonal, verbal, and written communication skills.
- Willingness to work within anti-racist and anti-oppressive frameworks and actively engage in ongoing learning about these frameworks.
- Fluency in other languages, in addition to English is an asset.

## **JOIN US! Two step application process:**

**Step 1) Send your cover letter and resume to:** [careers@actoronto.org](mailto:careers@actoronto.org) (Please include the job title in the subject line).

**Step 2) Complete the following Equity Questionnaire:** [ACT Employment Equity Questionnaire](#)

As part of ACT's Equity Hiring Strategy, we are committed to advancing employment equity and reducing barriers to employment for equity deserving groups. We are looking for qualified candidates from any of the following under-represented groups:

- Racialized Persons
- Indigenous Persons
- Persons living with Disabilities (this includes individuals living with HIV and AIDS)

ACT thanks all applicants for their interest, however only candidates selected to participate in the recruitment process will be contacted.

### **ACTS COMMITMENT TO EQUITY AND ACCESSIBILITY**

ACT is committed to employment equity and fair and accessible employment practices. ACT encourages people living with HIV/AIDS, visible members of the BIPOC community, people from the communities most affected by HIV/AIDS and persons with culturally diverse backgrounds to apply and self-identify.

Accommodations will be provided for job applicants with disabilities, where needed and upon request, to support their participation in all aspects of the recruitment process. ACT is committed to and adheres to the principles of the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA).

To learn more about us, please visit our website at: [www.actoronto.org](http://www.actoronto.org)