

Prince George Native Friendship Centre

Job Title: Intake Clinician/Clinical Supervisor

Department: Aboriginal Child and Youth Wellness Program

Reports to: Aboriginal Child and Youth Program Coordinator

SCOPE OF POSITION

The Intake Clinician/Clinical Supervisor will:

- 1) Participate in local cultural and healing practices; work from an Aboriginal model of wellness while respecting PGNFC cultural protocols.
- 2) Provide direct clinical services such as intake, assessment, and crisis intervention. Administer and score mental health related test instruments appropriate to the profession. Conduct suicide assessments and crisis interventions. Maintain basic knowledge of psycho-tropic medications as prescribed by a physician, maintaining an awareness of the effects of such medications. Function as a case manager to ensure waitlist client needs are being met, including attending Integrated Case Management meetings, being the case manager, mental health monitoring and assessment, connecting clients to appropriate mental health services as needed.
- 3) Provide liaison, consultative and education services to other service providers on behalf of Aboriginal clients and their families, within the limits of client confidentiality. Promote and support opportunities for community partnerships. Work collaboratively with the team to identify community and systematic issues to be addressed; and deliver services, as guided by, and in consultation with, the Coordinator and team. Collaborate with other PGNFC programs to provide education and culturally relevant programming.
- 4) Maintain systemic requirements, such as documentation and reporting
 - a) Client files must be maintained as directed, with forms and assessments completed.
 - b) Documentation of attempts to contact caregivers and clients; and case management activities.
 - c) Monthly reports need to be submitted by the 6th of the following month.
- 5) Engage in ongoing professional development in areas where skill development is most needed, including cultural teachings.
- 6) Be available to the counselling team for clinical consultation and crisis consultation; ensure documentation of clinical supervision is on the client file

SPECIFIC DUTIES (include the following, however, other duties may be assigned as required)

Client and Family Support:

- Provide individual support, consultation and outreach that is holistic and inclusive of Aboriginal healing practices.
- Respond to crisis situations; provide risk assessments and interventions as required
- Assess client needs, and prioritize a waitlist in conjunction with program coordinator
- Assist caregivers in developing coping strategies, including self care.
- Support clients and caregivers in relevant community referrals and accessing services from other agencies.

Community Partnerships:

- Establish and maintain effective collaborative relationships with community organizations in order to plan and deliver joint services.

Other Duties:

- Suicide Intervention and Crisis Prevention Institute training are requirements of this position