



Job Posting: Counsellor

Position: Counsellor (Bachelor's/master's degree or equivalent)

Employment Type: Full-Time, 1 year contract

Bargaining Unit Status: Included

Language: Bilingual (English & French) preferred

Start Date: In May 2025

Location: In-Person, Smith Falls, ON

Reports To: Manager of Clinical Operations

Hours of Work: 35 hours per week, with evening and occasional weekend work required

Salary Range: \$59,627.97 – \$77,253.55 (plus \$1,500 educational bonus for Master's Degree)

Posting Stage: Internal /External

Job Summary

The Counselor will be an employee of Open Doors for Lanark Children and Youth, and will work closely as well as be embedded with Family Children Services of Lanark, Leeds, and Grenville. The successful candidate will provide counseling services to children and youth who are in foster care. The role involves intake, assessment, crisis intervention, and participation in an agency consultation model. Services may be delivered in office, and virtually, as well as in homes, schools, or community settings to individuals, groups, and families, and with foster parents. The successful candidate will be responsible for case management and consultation within the organization. The role will also include providing psycho-education to foster-parents.

Key Responsibilities

- Work closely with Family Children Services workers to ensure the safety and well-being of children and youth.
- Participate in case conferences, team meetings, and service planning discussions.
- Maintain regular communication with Family Children Services to provide updates on clients' progress.
- Maintain accurate and timely case notes, progress reports, and incident documentation.
- Ensure compliance with Open Doors for Lanark Children and Youth as well as Family Children Services of Lanark, Leeds and Grenville, policies, legal requirements, and organizational procedures.
- Provide reports to Family Children Services as needed for case reviews
- Assess and respond to safety concerns, working with Family Children Services to create safety plans.
- Provide crisis support and referrals for additional resources.
- Connect clients to community programs.
- Support foster parents' skill development workshops.
- Stay updated on child welfare policies, trauma-informed care, and intervention strategies.
- Attend training and workshops related to child protection and family support.

Problem-Solving & Technical Skills:

- Navigate complex clients, community, and organizational challenges.
- Strong negotiation skills to recommend and implement alternative solutions.
- Proficiency in EMHware, Microsoft Office Suite, and other relevant databases.

Human Relations & Crisis Management:

- Strong conflict-resolution and advocacy skills.
- Experience in crisis stabilization and debriefing.

Qualifications & Requirements:

- Bachelor's degree in social work or relevant field is essential
- Master's degree in social work/counselling psychology or relevant field is an asset
- Be a Registered Social Worker or Registered Psychotherapist in Ontario
- Knowledge of family violence, child development, attachment, and high-risk families.
- Experience in at least one of the following: advanced family therapy, trauma treatment, attachment therapy, play cognitive behavior therapy or solution-focused therapy.
- Must be able to work flexible hours, including evenings and occasional weekends.
- Child Protection training and experience are an asset.
- Experience in child welfare is an asset.
- Full use of a vehicle and a valid Ontario driver's license required.

How to Apply

Interested candidates should submit their resume to iharper@opendoors.on.ca by July 31, 2025

We are committed to fostering a diverse and inclusive workplace. We encourage applications from individuals of all backgrounds and experiences. If you require accommodation during the hiring process, please inform us in advance.