



POSITION DESCRIPTION

Position Title:	Counsellor
Division:	Clinical Services
Department:	Counselling Services
Reporting to:	Counselling Lead
Supervisory Responsibility:	N/A
Type of Employment:	Part-time, Contract (1-year)

General Accountability

Reporting to the Counselling Lead, the Counsellor provides assessment and triage, short-term counselling (in-person, online, telephone), education, consultation, referrals, case management and crisis management services to all FIA clients accessing services. The incumbent supports the initiatives of the Clinical Services Division in providing service quality.

Specific Accountabilities:

- Provide counseling to all FIA clients who may present with a wide array of personal, family, and/or work-related issues.
- Refer clients to community/external resources as part of the established plan, facilitate client contact with external resources, and act as a liaison and advocate on client's behalf.
- Handle after care monitoring in the case of EAP clients, which includes following up with employees, employers and/or providers to ascertain employees' progress/compliance/safety as well as continuation of care.
- Ensure that all clinical case notes are inputted into our Web-based Case Management System within 48 hours after each session with clients.
- Function as an on-call clinician when rostered for crisis line for a 7-consecutive day cycle (no more than 3 cycles per year).
- Provide onsite or virtual crisis support as requested.



- Conduct requested home visits in the case of severe injury or death of an employee and/or family member.
- Attend mandatory monthly counsellors meeting. This 2-hour virtual meeting occurs every second Friday at 1pm to 3pm.

Position Requirements:

- Master's degree in Counselling, Clinical or Counselling Psychology or Social Work with clinical concentration.
- Minimum of three (3) years post-masters' clinical experience with at least one (1) year receiving clinical supervision (individual/group).
- Experience in assessment, short-term or motivational counselling and use of progressive intervention techniques.
- Ability to provide mental health counselling in both an in-person and a virtual setting.
- Must be available to provide counselling services three (3) days a week (2 in-person/1 virtual) at one of our assigned office locations (Arima, Port of Spain or Point Lisas).
- Excellent written and oral communication skills.
- Ability to establish and maintain effective working relationships with all stakeholders.
- A positive attitude that is supportive of FIA's vision.