

Ministry: Children and Families  
Branch: Maples Adolescent Treatment Centre  
Location: Burnaby

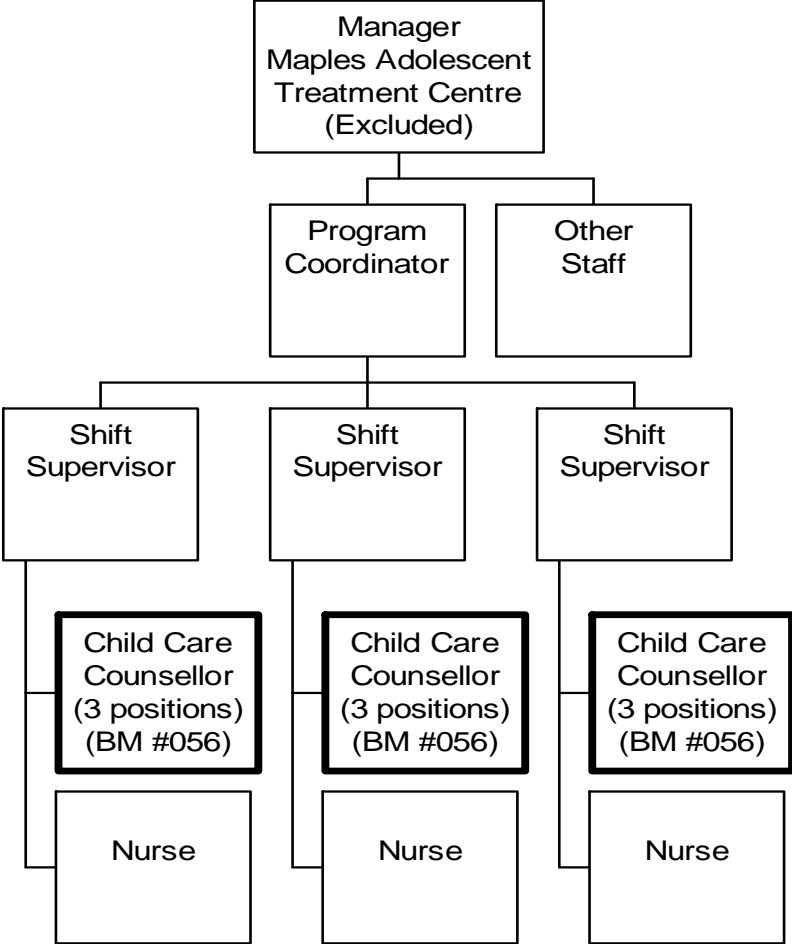
Working Title: **Child Care Counsellor**  
Level: Range 18  
Classification: Child Care Counsellor

### **PRIMARY FUNCTION**

To provide assessment input to care-planning, treatment and discharge services for thought-disordered or conduct disordered adolescents admitted to the Centre.

### **JOB DUTIES AND TASKS**

1. Coordinates admission details for youth admitted to the Centre
  - a. addresses clinical concerns for potential admission and coordinates details, such as room selection and completion of forms, during inter-disciplinary pre-admission meetings
  - b. reviews chart history including psychiatric diagnosis, social history, medication, and psychiatric assessment and gathers additional information from social work agencies, family and caregivers
  - c. sets up recording system for case management and informs staff of relevant information
2. As Primary Worker, develops individualized residential treatment plan and Residential Assessment Profile (RAP)
  - a. attends admission conference to describe program, provide overview and focus on the resident's needs and to act as advocate for the resident
  - b. orients the new resident to the Centre including a facility tour and advises of program expectations
  - c. assesses resident's cognitive and emotional abilities and needs including the ability to function in the unit milieu, general stress level, reaction to other residents, and conflict
  - d. completes admission report providing basic physical and psychological assessment of new resident
  - e. attends team meeting to present assessment documentation and participates in making team decisions regarding management of resident based on immediate needs
  - f. develops treatment plan including short term treatment goals based on family history and/or dynamics, and treatment techniques
  - g. prepares Resident Assessment Profile component of the Care Plan
  - h. attends Care Plan Development meetings to present RAP to community professionals
3. Carries out residential treatment plan
  - a. identifies patterns of behaviours using principles of child development (e.g. attachment and family systems principles, and classification system of psychopathology)
  - b. monitors and evaluates progress of youth, observes and documents behaviours and actions
  - c. counsels youth in appropriate and inappropriate reactions and actions in various situations
  - d. monitors resident's response to medication and alerts nursing staff as required
  - e. applies behaviour modification interventions (e.g., reflecting, paraphrasing, reframing, challenging and modelling) to guide the learning of new behaviours
  - f. evaluates and modifies behavioural expectations as necessary
  - g. provides one-on-one counselling for resident using established problem-solving models
  - h. plans and implements recreational and leisure time activities and instructs resident in activities of daily living (hygiene, clothes, shopping, banking, laundry, chores, etc.)
  - i. ensures physical environment, structure and routines of daily living meet individual and group needs
  - j. intervenes to correct inappropriate/unsafe behaviour of resident and to maintain orderly conduct
  - k. documents assessments, interventions and observations, and prepares monthly progress reports
  - l. provides counselling for discharged youths attending the Day Program
  - m. accompanies resident to discharge placement to assist in transition
4. Performs other related duties
  - a. purchases supplies and outing tickets from program fund
  - b. drives residents to social and leisure activities in the community
  - c. exchanges information with community caregivers, teachers and other agencies on behaviour problems, learning disabilities and follow-up for discharged youths



## REASON FOR CLASSIFICATION

Benchmark Job #056

Job Title: Child Care Counsellor

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand the principles of child development to assess the cognitive and emotional abilities and needs of thought-disordered and conduct-disordered youth, develop individualized residential treatment plans and behavioural expectations, counsel youth on appropriate behaviours and problem resolution and intervene to guide the learning of new behaviours.</p>	G	250
2	<p><b>MENTAL DEMANDS</b> Judgement to apply analysis and interpretation of behaviour of emotionally disturbed adolescents and choose an approach using a combination of accepted methods and procedures to provide assessment and short-term treatment; counsel residents and intervene to correct inappropriate actions and reactions and monitor progress.</p>	E	150
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b> Persuasion required to use basic counselling skills to encourage high-risk emotionally disturbed adolescents to participate in life skills and social programs.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Significant coordination and dexterity required to apply physical restraint techniques to control adolescent residents displaying violent or out-of-control behaviour.</p>	D	22.5
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by general procedures or instructions, selects alternative course of action to assess needs and abilities and develop individualized treatment plans for emotionally disturbed adolescents in residential and day programs, provide for client safety, care and emotional support, provide individual and group counselling and intervene as necessary.</p>	D	75
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Some financial responsibility to purchase supplies, and outing tickets within a limited program fund.</p>	C	15
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Moderate responsibility to drive vehicle to transport clients to social outings in the community.</p>	C	15

## REASON FOR CLASSIFICATION

Benchmark Job #056

Job Title: Child Care Counsellor

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Limited responsibility for human resources to provide informal orientation to the workplace to new employees.	A	5
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Considerable care and attention to provide assessment and treatment to emotionally/mentally disturbed adolescents in a residential or day program.	E	40
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Intense awareness of others to almost always observe emotionally disturbed adolescent residents where inattention could lead to life threatening situations such as suicide attempts.	D	18
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to occasionally restrain violent or out of control residents.	C	12
12	<b>SURROUNDINGS</b> Exposure to unstable emotionally disturbed adolescent residents almost always.	D	9
13	<b>HAZARDS</b> High level of exposure to hazards from almost always working around high risk, troubled adolescents who may react violently.	E	12

**Total Points: 668.5**

**Level: Range 18**