

Counsellor – Team Care and Family Practice Program
Temporary Full-Time (up to 18 months)



JOB SUMMARY

The Windsor Family Health Team is a team-based primary health care facility. Reporting to the Director of Clinical Operations, the Counsellor will provide consultation, psychosocial assessment, and therapeutic support for adult patients referred by affiliated primary care providers. This includes education and counselling in individual and group settings, as well as follow-up support for patients and their families. The Counsellor will also consult and collaborate with community care providers and hospitals to ensure integrated, patient-centered care. This position supports both the **Family Practice Program** and the **Team Care Centre Program**.

Please Note: The position is offered as a temporary full-time role (40 hours/week) for up to 18 months. In the event that one of two incumbents currently on protected leave returns, the employer reserves the right to offer continued employment on a part-time basis. Any such change will be made in accordance with the Ontario Employment Standards Act (ESA) and will be subject to operational requirements and mutual agreement.

EDUCATION AND TRAINING

- Masters level degree from an accredited university in either Social Work or a program recognized by the Ontario College of Social Workers and Social Service Workers or College of Registered Psychotherapists of Ontario.
- Registration (or eligibility) for membership with Ontario College of Social Workers and Social Service Workers and/or the College of Registered Psychotherapists of Ontario.
- Formal certification in Cognitive Behavioural Therapy (CBT), with applied clinical practice experience.
- Demonstrate thorough knowledge of the theories and practices of professional social work.

QUALIFICATIONS AND EXPERIENCE

- Minimum of 3-5 years of clinical counselling experience, ideally in a community-based setting.
- Advanced knowledge of mental illness, personality disorders, and therapeutic interventions.
- Demonstrated skills in assessment and intervention using CBT and complementary modalities.
- Experience in program development, implementation, data quality, and evaluation.
- Ability to work effectively in a multi-disciplinary environment.
- Strong commitment to community-based healthcare and knowledge of local resources.
- Self-directed with excellent time management and prioritization skills.
- Cultural sensitivity and awareness of socio-economic factors impacting care.
- Competence and comfort working with gender-diverse populations.
- Proficiency with basic computer systems.

JOB DESCRIPTION

- Develop comprehensive, client-centered care plans.
- Deliver short-term, evidence-based therapeutic interventions.
- Demonstrate knowledge of ethical issues related to counselling/psychotherapy.
- Provide consultation, psychosocial assessments, and follow-up counselling.

- Facilitate education and support sessions in both individual and group settings.
- Participate in interdisciplinary case reviews and team discussions.
- Document care and maintain records in accordance with clinical and organizational protocols.
- Actively identify, assess and evaluate pathways and processes to ensure continued quality improvement and service delivery.
- Provide community education on relevant mental health topics.
- Perform other duties as assigned.

ORGANIZATIONAL DUTIES AND RESPONSIBILITIES

- Works in a manner that incorporates health promotion and determinants of health.

In addition to specific key job responsibilities identified in the Job Description, the Counsellor is also responsible to contribute and support the overall culture and working environment of WFHT by:

- providing a welcoming and supportive environment for clients;
- acting with professionalism and courtesy toward clients, the general public and other staff members;
- working in a manner that:
 - promotes and maintains the reputation of WFHT and minimizes risk of harm and/or liability to WFHT;
 - preserves, maintains and respects privacy and confidentiality of client and staff information;
 - meets all Health and Safety requirements to ensure a healthy and safe workplace;
 - complies with WFHT's Policies and Procedures, applicable legislation as well as professional standards of conduct in human resources and financial management;
 - is cooperative with other staff members both individually and in teams;
 - respects and values the diversity of communities and individuals;
 - promotes awareness of and participation in WFHT activities;
 - contributes to the WFHT's work by attending and participating in meetings and committees by contributing ideas, opinions and information;
 - demonstrates a commitment to ongoing training and development, by bringing forward training needs and takes responsibility for seeking out relevant training opportunities;
 - contributes to the WFHT's efforts to secure resources for current and new programs, services and activities.

Wage at top current funded rate: \$35.65 per hour

40 hours/ week (inclusive of 1 hour paid lunch)

The successful candidate will be required to work one evening shift each week

Please forward all resumes to rsheppard@windsorfhf.ca. Deadline for submission is Wednesday, August 13, 2025 at 5:00 p.m. We thank all interested candidates. However, only those selected for an interview will be contacted.

The Windsor Family Health Team values the opportunity to provide equitable employment opportunities and accessible employment practices for all communities, including but not limited to persons with disabilities, Indigenous persons, 2SLGBTQ+ individuals, francophones, members of identified visible minority groups and racialized communities. Reasonable accommodation will be provided during the hiring process upon request.