

**We're Hiring!**

**Posting:  
A21753**

**Community Counsellor**  
Permanent Part-time  
(28 hrs per week)

**Support for Parents of Young  
Children (SPYC)**

#### Options Community Services Society

We are a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

We envision a healthy community as a safe and clean environment where we all have a sense of belonging. It is a place where each of us has the opportunity to work and learn, and to develop and realize goals that are meaningful and fulfilling.

The Community Counsellor provides one-to-one and group support to individuals and facilitates appropriate activities to achieve goals in the Support for Parents of Young Children Program.

#### KEY DUTIES AND RESPONSIBILITIES

- Adheres to the policies and standards of Options Community Services Society (OCS), as established in policy and program manuals, Health & Safety Guidelines, job descriptions, written memos, and verbal agreements.
- Conduct assessment interviews to determine client service needs.
- Assist client in planning and implementing a skill development program based on client's needs.
- Develop, implement and evaluate strategies related to achieving client goals.
- Perform regular in home visits and telephone support.
- Maintain accurate and current documentation regarding client progress, statistical information, and program expense forms.
- Attend meetings as requested by the Program Manager.
- Facilitate education groups, networking groups, recruit clients, organize and schedule groups, research educational topics, arrange for guest speakers and perform other related activities.
- Maintain professional growth and a current knowledge of resources.
- Provide ongoing evaluation and assessment of the program with the goal of maintaining an effective, efficient quality service.
- Adhere to all policies and procedures, program guidelines, and verbal and written directions of the Program Manager.
- Follow written and verbal directives from the immediate supervisor, Executive Director or designate.
- Follow the Child Abuse Protocol and the General Safety Guidelines.
- Establish and maintain a positive working relationship with other staff, volunteers, clients and other professionals.
- Network and collaborate with other support workers, supervisor (case review), social workers, parents, teachers and other professionals.

**NOTE: Applicants not selected for an interview will not necessarily be notified.**

Posted: 21-Mar-09

- Develop a knowledge of local resources/activities.
- Makes recommendations with regard to the development of the program and participates in program evaluations.

## QUALIFICATIONS

### Education, Training, and Experience

#### The candidate must have:

- A Bachelor's Degree in a related field and a combination of education and experience. Candidates with less education will be considered.
- Knowledge of early childhood development (0 - 6 years).
- Experience working one-to-one and with groups.
- Current Level I First Aid certificate.

#### Knowledge Skills and Abilities:

- Demonstrate excellent written and verbal skills.
- Able to demonstrate excellent interpersonal skills.
- Be non-judgmental, respectful, supportive and empowering.
- Be a self-starter, excellent time management skills and organizational skills.
- Possess a valid B.C. driver's license and use of a reliable vehicle.
- Demonstrated effectiveness as part of a staff team.
- Demonstrated proficiency in written, oral and interpersonal communication skills.
- Demonstrated ability to develop program related reference and resource materials.
- Commitment to a problem solving approach.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.
- Ability to identify sensitive issues and maintain confidentiality.
- Have no relevant criminal history.

***Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search preceding your start date.***

***Applicants with lived experience are strongly encouraged to apply.***

**CLOSING DATE:** Resumes will be reviewed starting **March 15, 2021** but the posting will remain open until filled and will close without notice.

**PLEASE APPLY TO:** Jen Mantyka, Program Manager  
Options Community Services Society

Email: [Jen.Mantyka@options.bc.ca](mailto:Jen.Mantyka@options.bc.ca)

Please include a cover letter indicating the posting number [#21753] and detailed resume outlining your qualifications and related experience for the position.

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