

Comox Valley Family Services Association

POSITION TITLE: **Sexual Abuse Intervention (SAIP) Counsellor**

REPORTS TO: **Executive Director**

The overall goal of community based SAIP is to provide a range of appropriate, timely and accessible assessment, treatment and/or support to children and youth, who have been sexually abused, and to children under the age of 12 with sexual behaviour problems.

The SAIP Counsellor provides sexual abuse intervention services to children and youth under the age of 19; and may work with children under the age of 12 who have sexual behaviour problems related to sexual abuse or exploitation experiences.

The SAIP Counsellor provides support and education for family members and works toward the prevention of future abuse.

Key Activities:

1. Conduct screening and assessment to determine eligibility, the nature and severity of sexual abuse.
2. Prioritize cases in conjunction with the other SAIP counsellor; determine course and nature of intervention.
3. Conduct a comprehensive assessment; use methods and instruments recognized in the sexual abuse field: Ministry of Children and Family Development (MCFD) SAIP Standards.
4. Use information derived from screening & assessment process to refer children/youth whose clinical needs are beyond the scope that SAIP can provide.
5. Develop a treatment/support plan with the child/youth or guardian, with measurable and realistic goals.

Clinical Interventions:

1. Give information/education to the parents/caregivers in area of the child (ren)'s psychological development.
2. Case coordination as required; to ensure high quality of service to clients and their families.
3. Enhance professional development by reading pertinent material, doing course work and sharing information with other professionals.
4. Attend clinical consultation with designated clinical therapist

Agency:

1. Knowledge of- and compliance with CVFSA policy and performance standards.
2. Attend monthly CVFSA staff meeting to keep informed on upcoming events, status of funding, new trends and/or changes in practice.
3. Prepare and submit reports in compliance with contractual obligations.

Community:

1. Liaise with MCFD representatives; provide integrated services and/or pertinent, specialized information to enhance program effectiveness;
2. Develop sound working knowledge of local resources;
3. Liaise with community partners and other professionals; initiate procedures to promote referrals;
4. In consultation with other professionals and therapists, develop strategies to support and manage clients' behaviour and healing;
5. Educate family members, community partners and others about sexual behaviour problems and Sexual Abuse Intervention (SAIP) Program.

File Maintenance:

1. Set up & maintain client files, consistent with CARF standards;
2. Develop Individual Service Plan (ISP); review case records and update weekly;
3. Assess clients and provide service within scope of MCFD contractual obligations;
4. Keep accurate statistics; and
5. Complete & submit quarterly report & stats; prepare annual report for submission to funders and Agency.

Knowledge & Skills:

1. Excellent organizational, communication and interpersonal skills;
2. Ability to create and maintain a welcoming, friendly, safe environment;
3. Affirms and promotes the dignity of children and adults with diverse backgrounds, interests and needs;
4. Promotes and reinforces socially responsible behaviour;
5. In-depth knowledge of child development, sexual abuse dynamics, family systems and mental health issues;
6. Training and experience in expressive, behavioural and cognitive modalities;
7. Knowledge of child protection and legal systems;
8. Basic computer knowledge and skills.

Qualifications:

1. A Master's degree in child and youth, education, social work or related field
2. A minimum 3 years counseling experience with children, youth and families
3. Preference if has specialized training to assess and treat sexualized children
4. Expressive arts therapy (play, art, drama) is considered to be an asset

Conditions of Employment

First Aid Certificate
Driver's Abstract (Record)
Attorney General Criminal Review

Successful reference checks
Class 4 Restricted (optional)
Employment Reference check

Job Description Acknowledgement

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined.

If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate Supervisor.

I have discussed any questions I may have had about this job description prior to signing.

Employee Name: _____

Signature: _____ Date: _____

Executive Director: _____

Signature: _____ Date: _____