KEYSTONE
Child, Youth & Family Services

Job Posting # 26-23

Counsellor – Bachelor of Social Work (BSW)

Permanent Full Time

About Keystone:

Keystone Child, Youth & Family Services is a dynamic, not-for-profit organization and the designated Lead Agency for Children's Mental Health in Grey and Bruce Counties. Since 1974, we have been dedicated to supporting children, youth, and families by delivering compassionate, responsive mental health services.

At Keystone, we provide a full continuum of services, including counseling, prevention and well-being programs, short-term live-in treatment, crisis stabilization, youth justice services, and special needs programming. Our focus on coordinated access ensures that every child and youth aged 0-17 receives tailored, multi-disciplinary care to meet their unique needs.

Position Summary:

Part of a multidisciplinary team that provides initial assessments, case coordination and service navigation, brief services of up to three sessions, and goal-focused counselling of up to 10 sessions to children, youth and families. The clinician works with clients to identify meaningful goals and match support to their assessed needs, preferences and readiness to engage. The role supports timely access, direct service and continuity of care, including coordinated transitions to Therapy, Intensive or external services when indicated. Services may be delivered in person, virtually or by telephone in office, community, school or home settings, as appropriate.

Key Responsibilities Include:

1. Initial Assessment and Service Planning

- Engage children, youth and caregivers using developmentally appropriate, strengths-based, culturally responsive and trauma-informed approaches.
- Complete initial assessments of presenting concerns, functioning, strengths, family context and safety using agency-approved tools and clinical judgment.
- Identify goals with clients, develop plans of care, and recommend service pathways and priority based on assessed needs, urgency and agency criteria.

2. Case Coordination and Service Navigation

- Support access to internal and community services through information, advocacy, referrals and practical assistance to address barriers.
- Coordinate with families, schools, health care providers and community partners; provide caregiver consultation and capacity-building support linked to the child or youth's needs.

3. Brief Services and Counselling

- Provide brief services of up to three sessions, including brief interventions through One Stop Talk and walk-in services as assigned, problem-solving, psychoeducation and skills development.
- Provide evidence-informed counselling of up to 10 sessions linked to agreed goals, involving children, youth and caregivers as clinically appropriate.

- Review engagement, progress and outcomes; adjust the plan and arrange consultation, referral or discharge based on changing needs.

4. Risk Response and Continuity of Care

- Assess and respond to safety concerns, develop safety plans, fulfil reporting obligations and seek timely consultation or emergency support in accordance with agency procedures.
- Remain the main clinical point of contact after initial assessment until another service assumes responsibility or the case is appropriately closed. Provide assigned follow-up and interim support, reassess changing circumstances and coordinate next steps.
- Support warm transfers and planned discharge with clear communication and responsibility for follow-up.

5. Professional Accountability and Team Contribution

- Obtain and document informed consent, protect confidentiality and maintain professional boundaries in accordance with applicable requirements and agency policies.
- Complete timely, accurate clinical records and maintain an organized caseload that meets agency expectations for direct service, documentation, plan reviews and file audits.
- Participate in clinical supervision, case consultation, professional development, team meetings and quality improvement. Use approved client feedback and outcome measures to inform care.
- Collaborate with Clinical Program Support, clinical teams and community partners, and undertake other related duties within the role and competence.

Qualifications and Experience

- Bachelor of Social Work degree from a program recognized for registration by the Ontario College of Social Workers and Social Service Workers.
- Current registration in good standing with the Ontario College of Social Workers and Social Service Workers as a Registered Social Worker must be maintained throughout employment.
- Demonstrated training and supervised experience appropriate to assigned assessment, risk response and counselling duties. Practise within professional scope and demonstrated competence and meet applicable College requirements for any work involving the controlled act of psychotherapy.

Experience and Skills

- Three to five years of relevant experience working with children, youth and families in mental health or related clinical settings.
- Strong assessment, interviewing, clinical judgment, risk response, collaborative goal-setting and evidence-informed brief intervention and counselling skills.
- Knowledge of child and youth development, family systems, caregiver support, community resources and relevant consent, privacy and child protection obligations.
- Strong communication, collaboration, organization, electronic documentation and virtual service skills; ability to work independently and seek consultation appropriately.
- Knowledge of Grey and Bruce County service networks is an asset.

Working Conditions

- Services may be delivered in person, virtually or by telephone in office, community, school or home settings, as appropriate.

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- Must be able to be flexible working weekends and evenings – we are extending our service to evening hours to accommodate families.
- Must have access to reliable vehicle and transportation for community appointments within Grey Bruce counties and able to provide proof of 2 Mil. liability insurance for use of personal vehicle for work. (Mileage is covered by Keystone)

Supervision and Evaluation

Regular clinical supervision supports service quality, risk management and professional development. Performance appraisal follows Keystone policy and evaluates clinical practice, client engagement, documentation, coordination, ethical conduct, teamwork and progress on professional goals.

Other conditions:

Must be able to provide evidence of education and College Registration

Must be able to provide a clear Vulnerable sector check

At least 2 professional References

Location: Owen Sound, ON (service delivery across Grey and Bruce Counties)
Start Date: Earliest mutually agreeable date
Posting dates: Internal 26 October to 2 November – Externally Posted until filled
Application: Submit cover letter and resume, including job ID and title in subject line, to careers@kcyfs.com

We're grateful to everyone who takes the time to apply; however, only those selected to move forward will be contacted.

Hours and pay per OPSEU collective agreement

Classification	HRs/ Wk	A	B	C	D	E
Counsellor – BSW	35	$35.28	$37.19	$39.11	$41.05	$42.97

Why Keystone?

- Comprehensive benefits package to support your health and well-being.
- HOOPP pension plan—a defined-benefit plan investing in your future.
- Vacation and leave provisions that support work-life balance.
- Employee Assistance Program and access to ongoing professional development and training.
- A supportive, multidisciplinary environment focused on connection and collaboration.
- The opportunity to make a meaningful difference for children, youth and families

We want you to have an equitable opportunity to share your skills and experience. Accommodations are available for applicants with disabilities throughout the recruitment and selection process, including when applying, interviewing or completing an assessment. Please contact Human Resources careers@kcyfs.com if you require accommodation. We will work with you to understand your needs and arrange appropriate

support. Information shared for this purpose will be handled confidentially and shared only as needed to arrange accommodation.

Building Futures Together

Responsive, compassionate services for children, youth, and families to build better and more hopeful futures.