

## RESPONSIBILITIES AND ASSOCIATED TASKS

### INDIVIDUAL AND FAMILY COUNSELLING

#### 1. Responsibility: Establish Effective Therapeutic Relationships

##### Tasks:

- select clients from the Intake Book whenever there is an opening in the existing case load (based on the direct service ratio set by the Agency)
- using the available information, develop and carry out strategies for the first telephone contact and a subsequent initial interview with the client
- develop an appropriate service contract with the client
- determine who the other stakeholders in the counselling are (eg. family, collateral workers etc.) and develop appropriate contracts about the service with them, in adherence with the Agency's Policies and Procedures regarding release of information

#### 2. Responsibility: Establish Effective Counselling Plans

##### Tasks:

- Collect information about the individual client and his/her circumstances, either by conducting clinical investigations, or consulting other relevant sources
- integrate the information collected to formulate a working hypothesis that answers the question "why is this client presenting with these behaviours or clinical symptoms at this time?" (this should take into consideration factors, within the individual client, in the environment and in the interactions between them)
- based on this understanding, negotiate with the client goals for counselling (these should be concrete with indicators of change and estimated timelines)

#### 3. Responsibility: Carry Out the Counselling Plan

##### Tasks:

- Maintain up to date knowledge of current theory and practise related to the counselling problems presented by clients (through reading, professional development and clinical consultation)
- employ effective, evidence-based counselling/ psychotherapy techniques
- regularly review counselling progress in consultation and supervision
- reformulate and/or renegotiate counselling plans as new information becomes available
- communicate and work together with collaterals, as appropriate

#### 4. Responsibility: Effect Therapeutic Terminations

##### Tasks:

- negotiate the conditions of termination as part of the initial counselling plan and review regularly with the client
- carry out a variety of strategies to ensure, as much as possible, that termination is a planned, therapeutically positive experience for the client

#### 5. Responsibility: Clinical Case Presentations and Recording

##### Tasks:

- maintain up to date case notes recording all case related activity (this also includes any activity you are involved in with cases not assigned to you)
- make case presentations to the clinical team and in consultation and supervision for the purposes of assessment, regular review and clinical/administrative input to specific situations and counselling problems
- make case presentations to outside case conferences, as required by specific cases, adhering to the Agency's Policies and Procedures regarding release of information
- complete clinical reports using the formats and adhering to the timelines established by the Agency
- as required, complete additional clinical reports and correspondence for external release adhering to the Agency's Policies and Procedures regarding the release of information
- complete CFSAS at assessment and discharge
- complete ORS or CORS with the client in every session

#### 6. Responsibility: Other duties as assigned.