



# PSYCHOSOCIAL EDUCATOR

## GENERAL INFORMATION

<b>Job Title</b>	Psychosocial Educator
<b>Sector</b>	Health and Wellness Center
<b>Terms</b>	Regular full time
<b>Reports to</b>	First line services program manager

## JOB SUMMARY

Under the direction of the First line services manager, and in accordance with the policies, orientations and priorities adopted by the Kebaowek First Nation Health and Wellness Centre, the Psychosocial Educator is responsible for providing clients at all stages of life with evaluation, counselling, and/or preventive action to promote independence and social integration within their respective environments.

RESPONSIBILITIES	KEY DUTIES
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Provides clients with evaluation, counselling, and/or preventive action to promote independence and social integration within their respective environments	<ul style="list-style-type: none"> <li>Assists clients one-on-one for mental health issues, and regularly performs follow-ups; may need to assist individuals with daily living activities; life skills activities (e.g. goal setting, self-esteem building, and inclusion activities); acts as a resource to individuals.</li> <li>Applies administrative measures, working in collaboration with the Human Relations Officer Social worker and <i>chef de service pour l'équipe premiere nation (CISSSAT)</i>;</li> <li>Facilitates groups and conducts workshops on mental health issues or in other public forums; develops professional worker-client relationships; provides awareness and relevant information to the community through various media.</li> <li>Develops appropriate intervention plans or individualized service needs with clients and families, in collaboration with community resources and surrounding social networks.</li> <li>Updates and maintains client records according to respective established policies and procedures.</li> </ul>
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ACCOUNTABILITY	
Accountable for the effective and efficient management of administrative system related to Health and Wellness Services.	
WORKING RELATIONSHIPS	
<b>Interpersonal relationships</b>	<ul style="list-style-type: none"> <li>• Collaborates and networks with the community Human Relations Officer Social Worker (e.g. administrative measures) and chef de service First Nations division (CISSSAT);</li> <li>• Supports community mental health resources (e.g. Mental Health Social Worker, Addictions workers), nursing, assists front-line staff in determining best action plan and support for their clients;</li> <li>• Briefs the Director of Health and Social Services regarding issues related to current and anticipated community needs;</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Develops and maintains effective working relationships and partnerships, with internal (KFN sectors) and external agencies (both public agencies and private organizations).</li> </ul>
<b>Team Work</b>	<ul style="list-style-type: none"> <li>• Communication and collaboration with income security program worker, maintains a work environment conducive to collaboration of services while ensuring client confidentiality.</li> </ul>
<b>External communications</b>	<ul style="list-style-type: none"> <li>• Referrals and communication with visiting therapists and psychologists, as required.</li> </ul>
<b>Negotiations</b>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Promotes and provides information for employees, for the community at large and the government ministries on first line service issues.</li> </ul>



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ENVIRONMENTAL FACTORS	
<b>Deadlines</b>	<ul style="list-style-type: none"> <li>• Stress related to meeting federal, provincial &amp; community deadlines.</li> </ul>
<b>Mental and Physical Effort</b>	<ul style="list-style-type: none"> <li>• Dealing with angry and aggressive clients.</li> <li>• Must have excellent initiative and be able to work autonomously;</li> <li>• Manages medium stress level.</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Mainly administrative tasks within an office setting;</li> <li>• May be required to make home visits, meet with Staff in other buildings/sectors (e.g., First Line Services/School);</li> <li>• May be required to work outside of normally scheduled hours, depending on crisis situations or unexpected issues that may arrive.</li> <li>• Required to attend professional workshops, staff meetings, workplace safety training within Kebaowek.</li> <li>• Overtime</li> <li>• Travel (including occasional travel for business requirements)</li> <li>• Must not possess any criminal convictions in an area related to the job and must undergo a screening process. (Criminal records check)</li> <li>• Valid CPR and First Aid.</li> <li>• Valid driver's license and use of personal vehicle is required.</li> </ul>



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<b>QUALIFICATIONS</b>	
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>University degree in Social Work or Psychoeducation</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Basic knowledge of mental health issues for individuals, families and community at large.</li> <li>Knowledge of effective case management principles;</li> <li>Knowledge of non-violent crisis intervention techniques, Mental Health First Aid, ASSIST prevention and First Aid and CPR.</li> <li>Knowledge of governing municipal, provincial and federal legislative, regulatory and policy requirements specific to the delivery of Health and Social Services programs, including the Privacy Act, Health and Social Services Act of Quebec, Indian Act, Youth Protection Act, etc. Youth Protection Act, the Youth Criminal Justice Act and An Act Respecting Health and Social Services.</li> <li>Knowledge of Kebaowek policies, including, Human Resources Manual, and Code of Ethics, Professional Code of Ethics.</li> <li>Knowledge of Kebaowek community, culture, and current psychosocial issues encountered by community members.</li> <li>Knowledge and understanding of the Algonquin and First Nations social issues impacting on the wellness of First Nation communities.</li> <li>Ability to communicate fluently orally and in writing in English.</li> <li>Ability to functionally communicate orally and in writing in French.</li> </ul>

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Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date