

417 FAMILY SCHOOL LIAISON COUNSELLOR AND ATTENDANCE OFFICER

Identifying Information

Position Title: Family School Liaison Counsellor and Attendance Officer

Classification Title: Learning Support Services

Department: Central Office

Reports to: Director of Learning Services

Position Supervises:

Position Summary

The Family School Liaison Counsellor provides direct services and support to students, parents, teachers and schools in addition to facilitating access to community and district services such as Woods Homes, Alberta Mental Health and Children Services.

The primary function of the role of the Family School Liaison Counsellor is to provide individual and/or family counselling and support to students and/or parents of children with social-emotional issues within the Canadian Rockies Public Schools. In addition, the Counsellor will provide support to high-risk children by monitoring and managing crisis situations until a plan is put into place to stabilize the child's behaviour. The Counsellor may work with a variety of agencies for possible referrals for mental health assessments, paediatricians, the consulting psychologist or psychiatrists. As well, they will work closely with the Key Contacts in Learning Support and school counsellors and Principals in each school to organize appropriate action plans and facilitate referrals to outside agencies.

The Counsellor will attend case conferences on students, both within the schools and outside agencies, and will facilitate communication between the schools and referred agencies.

Referrals to the Family School Liaison Counsellor are made through school based Learning Support Team meetings except in emergent situations where a child is in crisis. Referrals require parent(s)/guardian(s) informed consent, and these forms are available through the Learning Support teacher at each school.

The Family School Liaison Counsellor will also be responsible for supporting student attendance and will be responsible for referrals to the Attendance Board.

Qualifications and Experience

1. Bachelor's or Master's Degree in Social Work, or a related field.
2. Skill and experience working with parents whose children are experiencing difficulty in school.
3. Understanding of child development issues.
4. Highly developed skills in individual and family counselling.
5. Skills in managing crisis and emergent situations.
6. Excellent interpersonal, communication, and organizational skills.
7. Commitment to working as an integral member of a team.
8. Knowledge of local resources and programs in the Bow Valley.
9. Critical Incident and VTRA training an asset.

Duties and Responsibilities

1. Collaborating with parents, teaching staff, community agencies, and the medical community.
2. Participating on various committees focused on community and school initiatives.
3. Working collaboratively and taking a leadership role to bridge initiatives and programming within Canadian Rockies Public Schools.
4. Crisis Intervention at family and school level.
5. Leading Violence Threat Risk Assessment Protocols for CRPS.
6. Monitoring and addressing attendance concerns.
7. Shared Learning Support responsibilities.
8. Collaborate with teachers and Educational Assistants to support programming needs of students.

9. Working cooperatively with psychologists, teachers, health therapists, medical agencies and other outside agencies to coordinate the delivery of required assessments and programming to ensure successful integration of students within the school.
10. Researching and remaining current with best practices within the area of counselling and social/emotional learning.
11. Leading school based health and well-being initiatives.
12. Attendance officer for CRPS.
13. Coordinate COPE (Community Outreach of Pediatrics and Psychiatry in Education).
14. Other duties as assigned by the Superintendent or Director of Learning Services.

References

History

Developed: September 2020