

TITLE: Integrated Services Counsellor - Neurodiversity

LOCATION: Provincial Office, Abbotsford

REPORTS TO: Director of Service Development

POSITION SUMMARY

This permanent full-time position collaborates with the Director of Service Development and other community stakeholders to explore appropriate counselling modalities and applications to support clients who have a developmental disability *and* a mental health challenge. This position will develop the necessary policies, procedures, and documentation required to support the launch of this new service. Once launched, this position will be primarily involved in community outreach, direct counselling services, and ongoing service development.

This position is 30-35 hours per week (the successful candidate will work the same number of hours each week as agreed upon with their supervisor).

SPECIFIC DUTIES

1. Program Development

- Work with the clinical supervisor to assess and implement an appropriate counselling model for neurodiverse individuals
- Develop program policies, processes, and documentation to ensure the service is accessible, effective, and sustainable
- Create standardized intake forms and assessment tools to ensure consistency in evaluating clients' needs
- Define eligibility criteria and referral pathways to clarify who can access the service
- Develop feedback mechanisms such as client surveys and family/caregiver input
- Identify key performance indicators (KPIs) for tracking client outcomes and program impacts
- Implement periodic program reviews to assess effectiveness and make improvements
- Participate in case consultations, team meetings, and professional development opportunities

2. Service Delivery

- Facilitate individual and/or group counselling sessions to support clients with developmental disabilities and mental health challenges
- Use a variety of counselling modalities that meet clients' needs including but not limited to family systems theory, cognitive-behavioral theory, and dialectical behavior therapy
- Conduct assessments and develop support plans in collaboration with clients, families, and support networks
- Use a trauma-informed, person-centered approach to deliver therapeutic interventions tailored to each person's unique needs
- Build supportive and trusting relationships to minimize risk and encourage positive decision-making
- Maintain accurate and confidential client records in accordance with ethical and legal standards
- Ensure client files are current and contain necessary information
- Communicate case planning and concerns with the supervisor and relevant professionals while adhering to confidentiality policies

3. Community Outreach

- Communicate and promote the counselling services in community
- Collaborate with families, natural support networks, healthcare professionals, community organizations, and social workers, to support holistic care to clients
- Explore opportunities to equip families, educators, and support staff with skills and tips for supporting people with mental health and developmental disabilities
- Liaise with potential research institutions as necessary
- Support organizational advocacy efforts to ensure improved supports for people with a dual diagnosis in BC
- Provide ongoing reporting on service outcomes to relevant stakeholders and Communitas leadership
- Other duties as required

REQUIREMENTS

- Master's degree in Counselling, Psychology, Social Work, or a related field
- Registration (or eligibility for registration) with a recognized professional regulatory body (e.g., BCACC, CCPA, BCCSW)
- Minimum of two years of experience providing counselling services post registration, preferably to individuals with intellectual or developmental disabilities
- Strong understanding of neurodiversity, trauma-informed care, and mental health interventions.
- Knowledge of family systems theory, cognitive-behavioral therapy (CBT), dialectical behavior therapy (DBT), or other evidence-based modalities suitable for this population
- Experience in program development, documentation, and service implementation is an asset
- Strong interpersonal and communication skills, with the ability to work collaboratively in a multidisciplinary setting
- Cultural competence and ability to work effectively with diverse populations
- A philosophy of service that is in line with Communitas' Vision, Mission and Values
- Proficiency in using electronic health records, documentation systems, and office applications such as Microsoft Word, Excel, and PowerPoint
- High energy and highly motivated with strong interpersonal, leadership, motivational and organizational skills
- Excellent teamwork skills as well as the ability to work independently without supervision
- A valid BC Class 5 driver's license and access to reliable transportation may be required
- Current Emergency First Aid Certificate with CPR-C

WAGE RANGE: \$42.43 - \$51.94 per hour

APPLICATION CLOSING DATE: January 23, 2026

POSITION START DATE: ASAP

RESPOND IN WRITING TO: Layne Mansell, HR Manager - Recruiting
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