



FAMILY SERVICES OF CENTRAL ALBERTA

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Job Posting for FSCA Clinical Affiliates

Position: EAP Clinical Affiliate
Reports to: FSCA Counselling Manager Charlotte Dennehy

General Accountabilities

Responsible to the FSCA Counselling Manager, for providing clinical casework as a member of the Family Services Employee Assistance Program Services counselling team to a variety of employee groups. The cases served are employees and family members of the organizations for which FSCA is responsible. Carries out responsibilities in accordance with the policies and practices of FSEAP as outlined in the FSEAP Clinical Affiliate Letter of Agreement.

Specific Accountabilities

As a member of the EAP counselling team:

- 1) Provide assessment and referral services, and/or short-term solution-focused therapy for a range of problems (e.g., conduct a comprehensive basic assessment, establish treatment goals with the client, offer short-term counselling (if appropriate), provide referrals and case management for issues requiring longer-term or specialized services, and provide follow-up as needed).
- 2) **Provide services within the “cap” of hours authorized, and maintain an overall average of 3-4 hours of service per case referred on average across all EAP cases seen.**
- 3) Establish and maintain clinical records for each client seen (e.g., document comprehensive basic assessments, clear treatment goals, dated and signed progress notes, closing summary with review of progress on treatment goals and appropriate follow-up). FSEAP has access to these file records and they are the property of FSEAP.

Position Qualifications

- Masters degree in social work, psychology or in a related clinical field-a copy of degree must to provided
- 5 years relevant clinical experience which involves using short-term solution focused therapy with a wide variety of populations, ability to conduct a thorough bio-psychosocial assessment including the ability to assess for addictions
- Registered member of a provincial professional registering body with a code of ethics
- Malpractice insurance coverage-minimum \$2 million coverage
- Affirmation that affiliate provides a minimum average of 10 hours of clinical counselling per week
- Two written references or two names provided for a telephone reference check
- Police record check