



## Join Our Team!

At Families in Action, we value our team members and recognize that true compensation goes beyond salary. Thus, our benefits package, while aligned to our not-for-profit mission, are exclusive to our organization.

Here's what makes working at FIA exceptional:

### Work-Life Harmony at Its Best

- For the Counsellor role, a 4-Day Work Week includes 2 Remote Workdays and for the SUM Support role, a 5-Day Work Week includes 2 Remote Workdays: Where applicable, enjoy an additional day off every week to recharge and focus on what matters and on your remote days, save on gas and reclaim your commute time for personal priorities.

### Celebrate You!

- Compensatory Leave for Birthdays and Work Anniversaries: Because your milestones deserve time to celebrate.
- FIA Day – A free scheduled day given to employees on an annual basis to **Feel Invigorated Again!**

### Wellness and Well-Being

- Comprehensive health benefits upon hire and support for your personal and professional well-being.

### Additional Compensation

- Incentivised payment for home visits/hospital visits due to death/severe injury of clients for SUM Counsellor: If called upon, your time is valued, and we make sure you're compensated fairly.

We're committed to fostering a supportive, flexible, and engaging work environment that puts you first. Join us and experience a workplace where benefits are designed to help you thrive - personally and professionally.

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**Apply today to [hr@familiesinaction.net](mailto:hr@familiesinaction.net) by 31st January 2025** and take the next step toward a fulfilling career with a team that truly values you. See position description below!

**POSITIONS' DESCRIPTION**

Division: **Clinical Services**  
 Department: **Counselling Services**  
 Reporting to: **Counselling Lead**  
 Supervisory Responsibility: **N/A**  
 Type of Employment: **Full-time, Contract [2 years]**

<b>Position Title:</b>	<b>Substance Use/Misuse (SUM) Counsellor</b>	<b>SUM Support (Marketing, Research and Publication)</b>
<b>Salary:</b>	<b>TT\$10,000.00 - \$11,999.00 / month</b>	<b>TT\$6,000.00 - \$7,000.00 / month</b>
<b>Allowances:</b>	<b>Travel - \$200 / month</b> <i>[Reimbursement of duty travel costs exceeding monthly allowance]</i>	<b>N/A</b>
<b><u>General Accountability</u></b>	Reporting to the Counselling Lead, the SUM Counsellor will contribute to the overall effectiveness of the SUM Programme by facilitating individual, group and family sessions and providing client services to improve the psychological and social well-being of clients, while engaging in collaborative efforts with our stakeholders.	Reporting to the Counselling Lead, the SUM Support will contribute to the overall effectiveness of the SUM Programme by assisting with the administrative, education, marketing, publication, outreach, and research deliverables.
<b><u>Specific Accountabilities:</u></b>	<ul style="list-style-type: none"> <li>• Co-facilitate individual and group therapy, family sessions and modules within psychoeducation/skills and 12-Step (online and in-person)</li> <li>• Conduct assessments to determine client's suitability for SUM Programme</li> <li>• Facilitate education sessions on Substance Abuse/Misuse to various clients of FIA.</li> <li>• Record individual progress notes on all clients' weekly attendance in group therapy and psychoeducation.</li> <li>• Support SUM programme's community outreach initiatives (e.g. media, school and community relations etc.)</li> <li>• Attend scheduled SUM team meetings and clinical services divisional meeting.</li> <li>• Attend Children's Court monthly online sessions and provide updates to the Team on clients' progress.</li> <li>• Conduct group sessions for Children's Court clients (Virtual and In-Person), prepare reports and update into Simple Practice</li> <li>• Attend internal and external trainings as deemed critical for programme success.</li> <li>• Perform other duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• Liaise with media houses to establish and maintain opportunities for education, outreach, and research.</li> <li>• Engage in evidence-based research (newspaper/internet/articles) and maintain data base of relevant content substances/drug use/misuse/treatment modalities etc. which can inform our education and publication efforts.</li> <li>• Engage (cold calling/emailing) existing and potential non-EAP companies to identify opportunities for partnership and/or education/training.</li> <li>• Create brochures, flyers, Power Point presentations and other print material geared towards education and outreach.</li> <li>• Assist in the coordination of the planning and delivery of in-person or online education/outreach/training initiatives to all internal or external stakeholders.</li> <li>• Co-facilitate online module/s within Psychoeducation and Family Sessions.</li> <li>• Collect accurate client usage data for the purpose of generating quarterly and annual statistical reports.</li> <li>• Daily monitoring of programme's email address and coordinate requests.</li> <li>• Attend scheduled SUM team meetings and clinical services divisional meeting.</li> </ul>

		<ul style="list-style-type: none"> <li>• Attend internal and external trainings as deemed critical for programme success.</li> <li>• Prepare monthly billing details of all company pay services for submission to Accounts for invoicing.</li> <li>• Perform other duties as assigned.</li> </ul>
<p><b><u>Position Requirements:</u></b></p>	<ul style="list-style-type: none"> <li>• Masters' degree in a related field with at least three (3) years' experience in delivering Individual and Group Substance Use Treatment modalities <b>OR</b> a trained Substance Abuse Counsellor evidenced by certification with a minimum of five (5) years' experience delivering individual and group substance use treatment modalities.</li> <li>• Ability to interpret and provide SUM-related policy and procedural advice to all stakeholders.</li> <li>• Ability to interpret and provide SUM-related policy and procedural advice to all stakeholders.</li> <li>• Excellent report writing, case management and oral communication skills.</li> <li>• Ability to provide mental health counselling in both an in-person and a virtual setting.</li> <li>• A positive attitude that is supportive of FIA's vision</li> <li>• Ability to work well with others and accept feedback positively.</li> <li>• Ability to adjust work schedule to accommodate operational needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Associate Degree in related Social Sciences preferably Social Work or Psychology.</li> <li>• Computer skills (Microsoft Suite, Outlook), Canva</li> <li>• Ability to establish and maintain effective working relationships with all stakeholders.</li> <li>• Ability to research and write on assigned areas</li> <li>• Good communication and presentation skills</li> <li>• A positive attitude that is supportive of FIA's vision.</li> <li>• Flexibility in adapting to schedules and workload based on the needs of the programme.</li> </ul>