

Position Number: **Benchmark Job #394**

Ministry: Attorney General

Branch: Corrections

Location: Various

Working Title: **Family Justice Counsellor**

Level: Range 24

NOC Code: 4153

PRIMARY FUNCTION

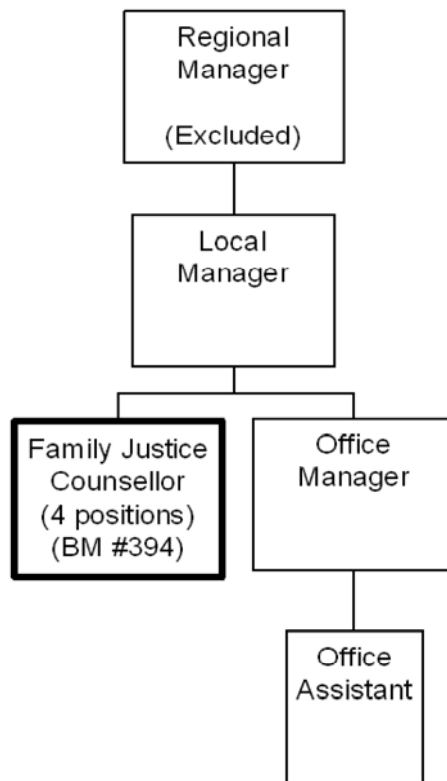
To provide family mediation, conciliation and short-term counselling to persons who are contemplating or experiencing separation or divorce.

JOB DUTIES AND TASKS

1. Provides intake, assessment, information and referral to assist families to resolve disputes
 - a. responds to inquiries from members of the public and from community agencies, lawyers, social workers and other professionals by providing information about the family justice system and alternatives to litigation
 - b. screens potential clients for incidence of family violence and offers appropriate alternatives
 - c. provides information about and referral to appropriate community and legal resources
2. Provides family mediation, conciliation and short-term counselling to persons contemplating or experiencing separation or divorce
 - a. meets with family members through self-referral, on referral from Legal Aid, from the Court or from community agencies
 - b. screens individual family members for the incidence of family violence prior to discussing and offering alternatives to resolve family disputes
 - c. assists family members to resolve disputes arising from separation or divorce by delivering mediation, conciliation, and short-term counselling to assist with decision making
 - d. assists family members who reach agreement with regard to their disputes to document their agreement by providing information with regard to court processes, by assisting unrepresented clients with court documents and by providing information regarding available legal resources
3. Upon order of the Court, assists the Court to determine child custody and access matters
 - a. prepares assessments of parent/child relationships based on interviews and observations of children, parents and key professionals
 - b. documents the interview and observations carried out to complete the assessment
 - c. recognizes opportunities for mediation or conciliation and facilitates parents' attempts to mediate settlements reflecting the best interests of the children
 - d. prepares reports for the Court which describe the assessment of the parent/child relationship, provides a recommendation for disposition by the Court, and includes a summary of the documented interviews and observations in support of the assessment and recommendation
 - e. conducts pre-hearing meetings with parties and their counsel to review the assessment and report
 - f. appears at hearings to give evidence to the Court regarding the assessment and report

4. Performs other related duties

- a. participates as a resource person in Parenting After Separation Programs
- b. addresses community groups, organizations and professionals on the role of family justice services, support services and operations
- c. encourages effective cooperation within the justice system and with related social agencies through liaison with the judiciary, members of the family bar, personnel representing collateral legal and social service agencies, court administration, other Corrections Branch staff and other bodies
- d. serves as a Regional representative on Division committees and groups as required
- e. uses the Family Information System to manage caseload information
- f. prepares monthly records of caseload statistics and vehicle reports
- g. provides formal training to new Family Justice Counsellors
- h. drives a vehicle to client homes and court



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Understand the theory of family dynamics, dispute resolution, child development and family counselling to plan and review family justice cases, provide family mediation, conciliation and short-term counselling, assess parent/child relationships and recommend child custody and access to the Court.</p>	H	280
2	<p>MENTAL DEMANDS</p> <p>Judgement to modify family justice counselling approaches in working with clients to provide mediation and conciliation services for families with marital problems and recommend child custody and access.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATIONS SKILL</p> <p>Influence and formal counselling skills required to provide therapy to initiate behavioural change in families where the parties are not cooperative.</p>	E	60
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Moderate coordination and dexterity required to drive vehicle to clients' homes and court.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by ministry policies and counselling standards, plans the delivery of mediation and counselling services to separating/divorcing families and conducts investigations and prepares reports to make recommendations on child custody and access matters to the Court.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Limited financial responsibility to complete own travel expense claims.</p>	A	5

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to set up and maintain a project information system of client information, case notes and documentation.	C	15
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal training to new family justice counsellors.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide direct mediation, counselling and conciliation service to separating/divorcing families.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently listen and observe while interviewing and counselling clients.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to computer screen or printed material while preparing child custody reports.	C	12
12	SURROUNDINGS Exposure to frequent unpleasant dealings with separating or divorcing families.	C	6
13	HAZARDS Significant exposure to hazards from frequently working around upset family members who may react violently.	D	9

Total Points: 823

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