

PMFRC Employment Opportunity

Youth Counsellor

Department	Mental Health Team
Location	Petawawa Military Family Resource Centre (PMFRC) <i>(Petawawa, Ontario, is in Eastern Ontario, 170 kilometers northwest of Ottawa)</i>
Position Type	1 Vacant Position - Indefinite Full-time Contract to start: August 2026 - Health Benefits: life insurance, disability insurance and accidental death and dismemberment coverage. - RRSP – 2% matching RRSP after one (1) year of employment - Work/Life Balance – Paid Leave (vacation, family-related, and sick leave).
Work Schedule	37.5 hours per week Monday – Friday 8:00 – 4:00 (Some evenings will be required)
Salary	(OACYC \$ 26.57-33.50) (OCSWSSW \$32.52 - CA\$41.63)
Immediate Supervisor	Clinical Manager
Language Requirement	English Mandatory; French a Strong Asset
Screening Requirement	Criminal Record, Vulnerable Sector Screening, and Reliability Screening

Who We Are

The Petawawa Military Family Resource Centre (PMFRC) is a non-profit organization with the responsibility of addressing the needs of military families. We provide programs and services that support, engage, and advocate for military members and their families, addressing the unique challenges of military life. The PMFRC envisions a strong, capable, connected Military community.

For more information on who we are, please visit us at [https://cfmws.ca/petawawa/petawawa-military-family-resource-centre-\(pmfrc\)](https://cfmws.ca/petawawa/petawawa-military-family-resource-centre-(pmfrc)).

The Role(s)

Under the direction of the PMFRC Clinical Manager, the Youth Counsellor is responsible for providing standardized, consistent, evidence-informed mental health services and support to military-connected youth (ages 12+), their families, and caregivers who are experiencing a broad range of mental health concerns, emotional challenges, illness, injury, loss, family transitions, or other special needs. The position collaborates with the PMFRC multidisciplinary team, local schools, healthcare providers, and community agencies to ensure coordinated service delivery. The Youth Counsellor also contributes to the development and delivery of prevention and early intervention initiatives that respond to the evolving needs of military families at Garrison Petawawa.

Services are provided through self-referral, family referral, school referral, or referral from community service providers while ensuring compliance with PMFRC privacy policies and professional standards.

Qualifications and Experience Requirements

- Bachelor's degree in Social Work, Child and Youth Care, Psychology, or a related human services discipline. An equivalent combination of education and extensive experience in child and youth community mental health may be considered.
- Registration or eligibility for registration with the Ontario Association of Child and Youth Care (OACYC), Ontario College of Social Workers and Social Service Workers (OCSWSSW), College of Registered Psychotherapists of Ontario (CRPO), or another applicable professional regulatory body.

Professional Standards

- Demonstrate professional conduct consistent with the Code of Ethics and Standards of Practice of the applicable regulatory college/ association.
- Participate in clinical supervision and ongoing professional development as required by the PMFRC.
- Develop and maintain collaborative relationships with schools, healthcare providers, military partners, and community organizations through relevant committee participation and partnerships.
- Maintain timely, accurate, confidential clinical documentation in accordance with PMFRC policies, privacy legislation, and professional standards.

Experience Requirements

- In crisis intervention, risk assessment and family violence and risk management.
- In working with clients from a strength-based philosophy and approach.
- In emergency response to critical incidents.
- In data collection, record keeping, and retrieval techniques.
- In working with confidential and sensitive information, and referral processes.
- In measuring and analyzing service performance.
- In networking with community resources.
- In working with a multidisciplinary team.
- In psychosocial counselling using evidence-informed treatment approaches.
- In client assessment and case management.
- Minimum two years of clinical experience working with youth in community mental health, school-based mental health, child and youth services, or a related setting.

Responsibilities

- Functions in a key role as part of the PMFRC multi-disciplinary social work team.
- Maintain complete and accurate clinical documentation, assessments, treatment plans, progress notes, and statistical reporting in accordance with organizational and professional standards.
- Provide assessment and therapeutic intervention for concerns including anxiety, depression, emotional regulation, grief and loss, trauma, self-harm, suicidal ideation, family conflict, behavioural concerns, gender identity, peer relationships, school adjustment, and military-related transitions.
- Develop and facilitate evidence-informed psychoeducational and therapeutic groups for youth, caregivers, and families.
- Experience and knowledge with crisis intervention, risk assessment and family violence, with the ability to establish priorities and evaluate risk to self and others.
- Knowledge of civilian and provincial agencies and organizations that can provide support to military children, youth and their families
- Understanding of, and the ability to use, strength- based philosophy and approach
- Experience working with confidential and sensitive information and referral processes is an asset
- Provide services and programs as part of MVFSP Strategic Framework in a family-centred, operationally focused, fully integrated community
- Provide individual, family, and group counselling, crisis intervention, brief therapeutic services, case management, and system navigation.
- Participate in local youth-based initiatives and engagement activities, including school mental health teams and the Renfrew County Youth Network, and work collaboratively with local schools and youth-serving agencies to ensure Military youth have access to services and supports.
- Provide and /or support the development of educational and awareness sessions, briefings, and resources regarding child and youth development issues, parenting transition, family conflict and understanding healthy relationship dynamics, to varied audiences including individuals, youth, parents and family members, community groups and various base and civilian partners in CAF communities throughout the Petawawa area
- Receive referrals from youth, caregivers, schools, healthcare providers, and community partners while ensuring informed consent and confidentiality requirements are met.
- Ensure services comply with applicable legislation, accreditation standards, Military and Veteran Family Services Program requirements, and PMFRC policies.
- Undertake any secondary tasking and responsibilities deemed necessary for the efficient operation of the organization, its programs and/or services.
- Willing to work flexible hours to meet the needs of families served

- Remain current with emerging evidence, best practices, legislation, and trends in child and youth mental health
- Collect and analyze program statistics and outcome measures to support quality improvement, program evaluation, accreditation, and service planning.

Knowledge, Skills and Abilities.

- Excellent interpersonal and communication skills
- Strong assessment and clinical interviewing skills
- Ability to build rapport with adolescents
- Knowledge of trauma-informed and culturally responsive practice
- Strong crisis intervention and suicide risk assessment skills
- Excellent organizational and time management skills
- Ability to work independently and collaboratively
- Strong documentation and computer skills
- Knowledge of military lifestyle and its impact on families
- Ability to maintain professional boundaries and ethical practice

Conditions of Employment

- Adhere to all PMFRC policies and procedures, including those related to privacy, code of conduct, and confidentiality
- Participate in and assist with special events as required
- Provide proof of any applicable registration with the respective regulatory body, where applicable
- Ability to provide a clear Criminal Record Check, obtain an Enhanced Reliability Security Clearance, and provide a Vulnerable Sector Screening (current within six months)
- Hold a valid driver's licence with access to a reliable vehicle for work-related travel, including appropriate driver's insurance
- Ability to work in office, school, community, and virtual settings as required.
- Ability to travel within the County of Renfrew
- Demonstrated understanding of Canadian Armed Forces communities, systems, and policies to effectively support families in accessing appropriate services and resources

Posting Date: 10 July 2026

Closing Date: **31 July 2026**

Potential Start Date: August/September 2026

If you wish to join our team, please submit a cover letter and resume in **Word or PDF format**. Please include your daytime contact number and email address. Should you require accommodation during the selection process, please let the HR Generalist know.

For more information, contact:

Administrative Assistant - HR

10-16 Regalbuto Ave, Petawawa ON K8H 1L3

HR-Recruitment@PetawawaMFRC.com

PMFRC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. We thank all applicants for their interest; however, only those selected for an interview will be contacted. Job advertisements for positions designated bilingual will be provided in both English and French. Positions that are not designated bilingual are not translated and are displayed in English only.

The information and results from this competition may be used to fill other similar positions as a result of internal transitions or other similar permanent or short-term temporary contracts. Your information and the results of this competition will be retained to fill vacancies in accordance with the PMFRC Privacy Policy.