



EMPLOYMENT OPPORTUNITY

Psycho-Educator (Home & Community Care Services)

KSCS is seeking an experienced and skilled individual to operate as part of a multidisciplinary team to help individuals, couples, families, groups, communities and organizations develop the skills and resources they need to enhance social functioning and achieve optimum wholistic health.

Under the supervision of the Clinical Supervisor (HCCS), the Psycho-Educator (HCCS) provides overall services and follow up for the clients of the Case Workers (HCCS). With general management supervision, independently applies learned skills and knowledge associated with the job family to complete diverse, moderately complex assignments within defined policy and according to objectives.

Required Education & Experience:

- Must be an active member of the Ordre des Psychoéducateurs et Psychoéducatrices du Québec (OPPQ).
- Must be familiar with customs, traditions and social issues of Kahnawà:ke Community.
- Experience in working with adults with developmental delays and physical disabilities.

Status: Indefinite full-time position, with a six (6)-month probationary period.

Salary: Starting at \$37.06/hour.

Schedule: 35 hrs/week; must be willing to work flexible hours as necessary.

If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:

KSCS Human Resources at humanresources@kscskahnawake.ca. You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at www.kscs.ca. Call 450-632-6880 for more info.

Deadline to apply: Friday, November 7th, 2025, at 4:00 pm.

GENERAL INFORMATION	
Code: Job Title: Department: Date of Job Description: Terms: Job Reports To:	Psycho-Educator (HCCS) Home and Community Care Services October 2025 Regular Full Time Clinical Supervisor (HCCS)
JOB DESCRIPTION SUMMARY	
Under the supervision of the Clinical Supervisor – Home and Community Care Services (HCCS), the Psycho-Educator (HCCS) provides overall services and follow up for the clients of the Case Workers (HCCS). With general management supervision, independently applies learned skills and knowledge associated with the job family to complete diverse, moderately complex assignments within defined policy and according to objectives. Under general supervision operates as part of a team to help individuals, couples, families, groups, communities and organizations develop the skills and resources they need to enhance social functioning and achieve optimum holistic health. Provide crisis counselling, therapy, education and referral to other social resources. May work closely with mental health specialists, clinicians, and/or school counsellors. May perform some of the following: interviewing, screening and assessment, evaluation and investigation. Provides counsel and therapy to resolve social and personal problems. May specialize in fields of practice, family services (traditional and conventional), gerontology, disabilities, mental health and addictions. May be required to liaison with and interpret court directives. Works with clients to ensure adherence to specific court orders. Decisions based on significant analysis and interpretation within policy. Modifies methods, techniques and procedures to achieve results. Has full autonomy to deliver to predefined accountabilities. Technical output is trusted as accurate and sound.	
CORE REQUIREMENTS AND DUTIES	
Core Responsibilities	Duties
Provide overall services and implement and support the Individual Service Plans (ISP's) of HCCS Clients	➤ Provides supportive help to individuals with disabilities, mental and gerontology challenges. ➤ Conducts assessments and develops behaviour plans. ➤ Provides case management, care planning, and service delivery for clients. ➤ Works collaboratively with an interdisciplinary team and family members assuming the role of service provider for identified clients and assists in the implementation of Individual Service Plans. ➤ Tests clients and follows-up with clients and the family. ➤ Detects, identifies and evaluates related problems, or problems with socio-emotional behaviour. ➤ Assists family/workers to carry out re-education, or re-adaptation programs. ➤ Provides crisis intervention services. ➤ Informs clients and Case Workers (HCCS) of appropriate resources and assists with the integration plan of his/her client. ➤ Offers services to the community in relation to clients as directed by the Clinical Supervisor (HCCS). ➤ Submits court reports and attends court when necessary, appropriate and relevant to a case. ➤ Makes referrals to appropriate resources within/outside the community. ➤ Serves as a liaison to people who are unfamiliar with outside resources. ➤ Designs and delivers education and awareness tools to clients and his/her families.
Educates and sensitizes internal and external stakeholders to the realities and barriers facing HCCS clients	➤ Serves as a liaison for HCCS clients who are unfamiliar with other resources. ➤ Responsible for finding information relevant to the needs of the clients. ➤ Acts as an advocate on client's behalf and assists them in navigating the processes of various agencies. ➤ Provides information about services and resources available locally. ➤ Liaises with teachers, social workers, local authorities, health professionals, legal representation, financial institutions, and family members as requested. ➤ Acts as a consultant to internal and external stakeholders when developing Standard Operating Procedures and programming that would impact HCCS clients. ➤ Works with internal and external stakeholders to provide workshops and education to address barriers and limitations that face the HCCS clients.

Provide overall expertise and support in the management of the Program	➤ Develops and co-facilitates groups based on identified community needs. ➤ Identifies needs/trends with respect to client evaluations and testing. ➤ Develops and maintains a resource network to support the needs of the community, clients and family members. ➤ Develops tools to help establish and maintain a database on the clients and types of services provided. ➤ Participates in case conferences, placement and review meetings as deemed appropriate. ➤ As a service provider, coordinates all related planning and meeting logistics. ➤ Submits expense sheets to the Clinical Supervisor (HCCS). ➤ Keeps accurate records of case recordings, time sheets, caseload summaries, expenses and schedules. ➤ Carries out promotional activities for the program/projects whenever necessary. ➤ Develops and implements strategic and related training for clientele (individual and family) and staff members working with specific clientele. ➤ Evaluates the training programs and make recommendations. ➤ Attends meeting/workshops/conferences relevant to area of employment.
Performs any other job-related duties as may be required by the immediate Supervisor	
NETWORKING & COMMUNICATIONS	
Team work:	➤ Frequently requires a level of collaboration & cooperation to get work or projects complete.
Advising:	➤ Continuously provides information that must be understood and explained.
Training:	➤ Frequently trains or gives information to stakeholders or clients.
ENVIRONMENTAL FACTORS	
Types of Schedule:	➤ Regular work week, occasional flexible hours.
Stress Factor:	➤ Moderate stress (some periods of high stress).
Deadlines:	➤ Some tight deadlines (unplanned).
ACCOUNTABILITY	
➤ To provide services in a manner consistent with terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives; ➤ To provide well researched and documented evaluation and assessment; ➤ To provide professional, trusting and tactful overall care, counselling, crisis intervention and support services to individuals, families, and the elderly of the Kahnawà:ke community; ➤ To deal with the clients, other service providers and the court system in a respectful, compassionate and diplomatic manner and with empathy and cultural sensitivity; ➤ To ensures cases are accurately recorded, in a timely manner, and are working with a multi-disciplinary team; ➤ To effectively develop and maintain a qualified and accessible resource network of health care providers; ➤ To ensure the participation of worker within several areas of the program; ➤ To ensure the provision of follow up and outreach to clients; ➤ To be a positive role model and work with others as a team to make the clients as independent as possible; ➤ To maintain confidentiality practices.	
QUALIFICATIONS	
Education and Experience	➤ Must be an active member of the Ordre des psychoéducateurs et psychoéducatrices du Québec (OPPQ).
Skills and Requirements	➤ Must be familiar with customs, traditions and social issues of Kahnawà:ke Community. ➤ Must be comfortable with the holistic approach. ➤ Strong organizational, office skills; time management skills with ability to meet deadlines. ➤ Experience in working with adults with developmental delays and physical disabilities. ➤ Knowledge of life skill training and implementation of activities of daily living and social development skills. ➤ Experience and working knowledge of preparing related assessment forms and Integrated Services Plans (ISP). ➤ Basic computer skills. ➤ Willingness to work some overtime. ➤ Ability to deal with moderate to high stress. ➤ Ability to work flexible hours evenings and weekends. ➤ A valid driver’s license and access to a vehicle is a requirement.
Assets	➤ Knowledge of the Kanien’keha language.

Immediate Supervisor

Incumbent

Date