



## Internal Job Posting

<b>Job Title</b>	Children's Counsellor, Permanent Part-Time
<b>Details of the Position</b>	A diploma in Child and Youth Care is required. Preference given to the candidate who has a degree in Child and Youth Care or the equivalent experience working with children who have witnessed abuse in their families.
<b>Job Description</b>	Attached
<b>Classification and Grid - Under Review</b>	Integrated-Adult, Youth and/or Child Worker/Transition House Worker, Grid 11 JJEP Wage Grid - April 1, 2014-2019
<b>Hours</b>	21 hours per week, variety of shift times / days
<b>Starting Pay Rate</b>	\$21.45 per hour
<b>Benefits</b>	As specified in the Collective Agreement
<b>Start Date</b>	Immediately
<b>Supervisor</b>	Meredith Knox, Shelter Program Manager
<b>Additional Information</b>	This position requires union membership, satisfactory completion of a criminal records search, TB test and Standard First Aid Certificate.
<b>Date Posted</b>	Feb 6, 2019

**Deadline for Submitting Applications: Wed, Feb 13, 2019 at 5pm**

Send Application to:  
 Meredith Knox  
 Shelter Program Manager  
 100-3060 Cedar Hill Road  
 Victoria, BC V8T 3J5  
[meredithk@vwth.bc.ca](mailto:meredithk@vwth.bc.ca)

## Job Description

<b>Job Title:</b>	<b>Children’s Counsellor</b>
<b>Benchmark and Grid:</b>	Adult, Youth and/or Child Worker, JJEP Wage Grid, Level 11
<b>Job Summary:</b>	Provides counselling and support to resident children and their mothers. Refers to appropriate services and acts as an advocate for families on an as needed basis. Supports mothers by assisting them with child minding, routines and role modeling effective parenting skills.
<b>Reports To:</b>	Shelter Program Manager
<b>Key Duties And Responsibilities:</b>	<p><b><u>Counselling</u></b> with resident and non-resident mothers and children on an individual basis, in person or by telephone, including:</p> <ul style="list-style-type: none"> <li>• crisis intervention</li> <li>• short-term individual counselling</li> <li>• support to clients, both immediate and on a follow-up basis</li> <li>• provision of resource information, and knowledge of the impact of abuse on children, parenting, etc.</li> </ul> <p><b><u>Advocacy &amp; Liaising Support</u></b> for resident and non-resident clients as required, including:</p> <ul style="list-style-type: none"> <li>• providing mothers with information regarding community resources for themselves and their children, and making referrals when necessary</li> <li>• acting as advocate for a child's personal, physical, and emotional safety</li> <li>• to be aware of and implement where required the Ministry of Social Services guidelines regarding child protection</li> </ul>

<p><b>Cont'd Key Duties And Responsibilities:</b></p>	<p><b><u>Childcare Activities</u></b> for resident clients where required, in conjunction with the Children's Activity Workers, including:</p> <ul style="list-style-type: none"> <li>• providing appropriate activities for children</li> <li>• assisting mothers with meal and bedtime preparation and general care of the children</li> <li>• providing limited child care for mothers attending appointments</li> </ul> <p><b><u>Administrative Tasks</u></b> including:</p> <ul style="list-style-type: none"> <li>• record-keeping, i.e. telephone contacts, staff logs, resident files, statistical forms, petty cash records, donation records, etc.</li> <li>• correspondence as required</li> <li>• attendance at staff and team meetings including: <ul style="list-style-type: none"> <li>○ serving on relevant community committees</li> <li>○ maintaining strong links with community agencies</li> </ul> </li> </ul> <p><b><u>Household Management</u></b> including:</p> <ul style="list-style-type: none"> <li>• participation in the overall management of the household by reporting to the appropriate staff person and documenting all safety, maintenance, supply and equipment issues (and when necessary personally assisting in maintaining order of the House)</li> </ul> <p><b>Other Duties as Required</b></p>
<p><b>Qualifications:</b></p>	
<p><b>Education, Training and Experience:</b></p>	<p>A diploma in child and youth care as well as 1 year counselling children and families is required. Equivalent experience, training or education considered.</p>
<p><b>Job Skills and Abilities:</b></p>	<p>Excellent communication skills; experience working within a team approach; commitment to working with and for children; a feminist perspective; knowledge of the dynamics of family violence, flexibility, creativity and initiative.</p>
<p><b>Additional Information:</b></p>	<p>This position is required to work in an environment with clients experiencing crisis or interpersonal situations. Support is often related to long-term impacts of physical, financial, verbal, sexual and emotional abuse. Staff often work on their own, on site.</p>