

## Job Description

### External/ Internal Job Posting

<b>Job Title</b>	Women's Counsellor, Casual
<b>Details of the Position</b>	Preference will be given to the candidate with a degree in Social Work or other relevant degree, who has experience working with women who have experienced abuse in their intimate relationship. Candidate must be flexible with regard to availability.
<b>Job Description</b>	Attached
<b>Classification and Grid</b>	Integrated-Adult, Youth and/or Child Worker/Transition House Worker, Grid 11 JJEP Wage Grid - April 1, 2014-2019
<b>Hours</b>	As needed – shift times and days vary – must be available for weekend shifts
<b>Starting Pay Rate</b>	\$21.45 per hour
<b>Benefits</b>	As specified in the Collective Agreement
<b>Start Date</b>	As soon as possible
<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 are requirements of the position.
<b>Date Posted</b>	March 6 2019

**Deadline for Submitting Applications: Wed, Mar 20, 2019 at 9am**

**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)

<b>Job Title:</b>	<b>Women's Counsellor, Casual</b>
<b>Benchmark and Grid:</b>	Integrated - Adult, Youth and/or Child Worker/ Transition House Worker, JJEP Wage Grid, Level 11
<b>Job Summary:</b>	This position assists and supports clients to identify and understand the issues of abuse in their relationship. The counsellor is responsible for the implementation and ongoing service delivery of our programs.
<b>Reports To:</b>	Shelter Program Manager
<b>Key Duties And Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. <b>Counselling</b> with women on an individual or group basis, in person or by telephone, including: <ul style="list-style-type: none"> <li>• crisis intervention/management</li> <li>• short-term individual counselling</li> <li>• provides emotional support to clients; triage client's needs for both immediate and on a follow-up basis</li> <li>• provision of resource information</li> <li>• evaluates effectiveness of counseling and clients progress</li> <li>• provides life-skills training in social and interpersonal skills.</li> <li>• facilitation of support group in shelter and community</li> </ul> </li> <li>2. <b>Admissions &amp; Referrals</b> including: <ul style="list-style-type: none"> <li>• screening and orienting new residents with ongoing assessment of their needs during stay.</li> <li>• telephone contact with people requiring information</li> <li>• maintaining an updated understanding of policies and procedures of relevant agencies</li> <li>• refer clients to appropriate programs.</li> </ul> </li> <li>3. <b>Advocacy &amp; Liaising Support</b> : <ul style="list-style-type: none"> <li>• refer callers and residents to the appropriate support services and act as an advocate providing support with:</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>• legal assistance</li> <li>• social assistance</li> <li>• medical care</li> <li>• housing information</li> <li>• long-term counselling</li> <li>• services for children</li> <li>• police or other emergency services</li> </ul> <p><b>4. Administrative Tasks</b></p> <ul style="list-style-type: none"> <li>• maintains accurate reports and records on clients.</li> <li>• ensures all required documentation is complete.</li> <li>• reports and discusses case planning and concerns to counselling team.</li> <li>• additional record-keeping i.e. resident files, telephone contacts, staff logs, , statistical forms, petty cash records, donation records, etc., correspondence</li> <li>• supervision of volunteers and social work students</li> </ul> <p><b>5. Public Relations</b></p> <ul style="list-style-type: none"> <li>• provides liaison and advocacy to clients of other professionals, agencies and the community.</li> <li>• public education to community agencies</li> <li>• serving on relevant community committees</li> <li>• maintains strong link and thorough knowledge of community resources to meet client's needs</li> </ul> <p><b>6. Household Management</b></p> <ul style="list-style-type: none"> <li>• responsibility for participating 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>Performs other related duties as required.</p>
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<p><b>Qualifications:</b></p> <p><b>Education, Training and Experience:</b></p> <p><b>Job Skills and Abilities:</b></p>	<p>A Degree in social work, counseling or a related field. Minimum of one year recent related work in similar environment required or an equivalent combination of education, training and experience is required. Direct program delivery experience in the community social services sector with a demonstrated working knowledge of community-based programs.</p> <p>Well-developed interpersonal, counselling, oral and written communication skills  Good organization, time and general management skills  Knowledge of group process and facilitation techniques  Ability to work effectively with other program staff, therapists, social workers, and other related personnel.</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 are often working on their own, on site.</p>