



## Internal/External Job Posting

<b>Job Title</b>	<b>Safe Home/Older Women's Outreach Worker - Safe Home/ Older Women's Outreach Program - CASUAL</b>
<b>Details of the Position</b>	Preference will be given to the candidate with a degree in Social Work or related degree and who has experience providing individual and group counselling to older women who have experienced abuse in their intimate relationships.
<b>Job Description</b>	Attached
<b>Classification and Grid</b>	Program Coordinator 1; JJEP Wage Grid, Level 12 \$25.70 per hour
<b>Hours</b>	Work hours will vary, as needed
<b>Starting Pay Rate</b>	As specified in the Collective Agreement
<b>Benefits</b>	As specified in the Collective Agreement
<b>Start Date</b>	To be determined
<b>Supervisor</b>	Community Programs Manager
<b>Additional Information</b>	This position requires union membership. Satisfactory completion of a criminal records search, TB test, Standard First Aid Certificate and Valid Driver's License are requirements of the position. Experience in delivering Expressive Arts programming an asset.
<b>Date Posted</b>	November 10, 2020

**Deadline for Submitting Applications: November 18, 2020 @ 5:00 pm**

**Send Application to:**

Sandy Lundmark - Community Programs Manager

#100-3060 Cedar Hill Road

Victoria, BC V8T 3J5

**OR** sandyl@vwth.bc.ca

# Job Description

<b>Job Title:</b>	<b>Safe Home/Older Women's Outreach Worker - Safe Home/ Older Women's Outreach Program</b>
<b>Benchmark and Grid:</b>	Program Coordinator 1, JJEP Wage Grid, Level 12
<b>Job Summary:</b>	<p>The Safe Home/Older Women's Outreach Worker ensures the program is run in a professional, accountable and efficient manner with primary attention to confidentiality, safety and support of older abused women. This position works to ensure effective program/service delivery consistent with organization mandate and policy, legal, contractual, budgetary and other requirements.</p> <p>The Safe Home/ Older Women's Outreach Worker is responsible for providing Safe Home management and community outreach support to older women who are currently experiencing or have previously experienced abuse.</p>
<b>Reports To:</b>	Community Programs Manager
<b>Key Duties And Responsibilities:</b>	<p>Assists and supports clients to identify and understand the issues of abuse in their current or previous relationship and coaches towards personal goals set in their lives. Responsible for the implementation and ongoing service delivery of programs.</p> <p>Continuous assessment of client risk and need for ongoing safety planning.</p> <p>Oversees the day-to-day operation of the program. Ensures that program guidelines and policies are adhered to, and program standards and provincial licensing requirements are met.</p> <p>Provides support to clients on an individual and/or group basis. This includes crisis management, emotional support, resource management, and life-skills training. Group facilitation on site and in the community.</p> <p>Assesses client suitability for Safe Home and maintains ongoing contact and support of Safe Home clients throughout their stay.</p>

	<p>May assist in the interviewing and screening process of applicants for the Third Stage Housing Program.</p> <p>Ensures the program is run in a professional, accountable and efficient manner with primary attention to confidentiality, safety and support of older abused women.</p> <p>Works to ensure effective program/service delivery consistent with organization mandate and policy, legal, contractual, budgetary and other requirements.</p> <p>Makes recommendation to the supervisor regarding program development, policy and procedure formulation and program evaluation.</p> <p>Promotes public awareness of and support for the program by performing duties such as producing promotional materials and attending community events, public presentations and committees.</p> <p>Liaises with community service providers and other professionals to coordinate service provision, facilitate referrals and represent the organization or program in external events.</p> <p>Monitors and authorizes program expenditures and maintains financial records in accordance to established procedures. Provides input to the supervisor in the preparation of the program budget.</p> <p>Provides input in the overall coordination of Older Women's Outreach and Safe Home program.</p> <p>Documents all safety, maintenance and equipment issues related to programming.</p> <p>Maintains related records and statistics and produces reports as required. Will maintain and submit appropriate records to program supervisor and funders while maintaining confidentiality</p> <p>Contributes to developing long range and strategic plans for the sustainability of the program, as well as participate in the development of outcome measures and ongoing program evaluation.</p> <p>Attends staff and team meetings Performs other related duties as required</p>
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<p><b>Education, Training and Experience:</b></p>	<p>A degree in Social Work, counselling or a related field and two years recent related experience required, or an equivalent combination of education, training and experience, particularly with older women who have experienced abuse.</p> <p>Direct program delivery experience in the community social services sector with a demonstrated working knowledge of local community-based programs.</p> <p>Training and/or experience specifically related to feminist perspective and trauma informed practice.</p>
<p><b>Knowledge, Job Skills and Abilities:</b></p>	<p>Knowledge of the issue of violence against women, particularly mature women. Knowledge of the issue of abuse of older women, community resources and models of service.</p> <p>Well-developed interpersonal, counselling, oral and written communication skills.</p> <p>Knowledge of group process and strong group facilitation skills.</p> <p>Knowledge and understanding of Adult Guardianship Act and the role of the Office of the Public Guardian and Trustee.</p> <p>Familiarity with Federal and Provincial benefits available to Older women, Seniors and Persons with Disabilities.</p> <p>Excellent organizational, time and general management skills. Ability to work independently and in a self-directed manner as well as a member of the Older Women's team.</p> <p>Knowledge of conducting community-based public education. Ability to work effectively with other program staff, community members and other related personnel. Strong professional boundaries as well as an ability to establish and engage in strategies that enhance self-care and wellness through participation in regular personal and professional development opportunities.</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 or in the community. A personal vehicle is required for this position.</p>