



Internal/External Job Posting

Job Title	Women's Counsellor, Casual
Details of the Position	Preference will be given to candidates with a Bachelor of Social Work or related degree, and recent experience working with women who have experienced abuse in their intimate relationship.
Job Description	Attached
Classification and Grid	Integrated-Adult, Youth and/or Child Worker/Transition House Worker, Grid 11 JJEP Wage Grid-April 1, 2019-2022
Hours	Variable – daytime, evening, overnights and weekend shifts
Starting Pay Rate	\$ 22.99/ hour
Benefits	As specified in the Collective Agreement
Start Date	Available immediately
Supervisor	Shelter Program Manager
Additional Information	<p>This position requires union membership. Satisfactory completion of a criminal records search, TB test and Standard First Aid Certificate are requirements of the position.</p> <p>Candidate must be flexible, and available for evening, overnight, and weekend shifts.</p>
Date Posted	Feb 19, 2020

Deadline for Submitting Applications: March 3, 2020

Send Application to:
Lesley Washington, MSW
Shelter Programs Manager
100-3060 Cedar Hill Road
Victoria, BC V8T 3J5
lesleyw@vwth.bc.ca

Job Description

Job Title:	Casual/ Relief Women's Counsellor
Benchmark and Grid	Integrated - Adult, Youth and/or Child Worker/ Transition House Worker, JJEP Wage Grid, Level 11
Job Summary:	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.
Reports To:	Program Manager
Key Duties And Responsibilities:	<p>1. <u>Counselling</u> with women on an individual or group basis, in person or by telephone, including:</p> <ul style="list-style-type: none"> • crisis intervention/management • short-term individual counselling • provides emotional support to clients, both immediate and on a follow-up basis • provision of resource information • evaluates effectiveness of counseling and clients progress • provides life-skills training in social and interpersonal skills. • facilitation of support group in shelter and community <p>2. <u>Admissions & Referrals</u> including:</p> <ul style="list-style-type: none"> • screening and orienting new residents • telephone contact with people requiring information • maintaining an updated understanding of policies and procedures of relevant agencies • refer clients to appropriate programs.

	<p>3. Advocacy & Liaising Support: refer callers and residents to the appropriate support services and act as an advocate providing support with:</p> <ul style="list-style-type: none"> • legal assistance • social assistance • medical care • housing information • long-term counselling • services for children • police or other emergency services <p>4. Administrative Tasks</p> <ul style="list-style-type: none"> • maintains accurate reports and records on clients. • ensures all required documentation is complete. • reports and discusses case planning and concerns to counselling team. • additional record-keeping i.e. resident files, telephone contacts, staff logs, statistical forms, petty cash records, donation records, etc., correspondence • supervision of volunteers and social work students <p>5. Public Relations</p> <ul style="list-style-type: none"> • provides liaison and advocacy to clients of other professionals, agencies and the community. • public education to community agencies • Serving on relevant community committees • maintains strong link and thorough knowledge of community resources to meet client's needs <p>6. Household Management</p> <ul style="list-style-type: none"> • 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) <p>7. Performs other related duties as required.</p>
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<p>Qualifications:</p>	<p>A Degree in social work, counselling or a related field,</p>
<p>Education, Training and Experience:</p>	<p>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>Job Skills and Abilities:</p>	<p>Well-developed interpersonal, counselling, oral and written communication skills</p> <p>Good organization, time and general management skills</p> <p>Knowledge of group process and facilitation techniques</p> <p>Ability to work effectively with other program staff, therapists, social workers, and other related personnel.</p>
<p>Additional Information:</p>	<p>This position is required to work in a stressful environment often dealing with clients in crisis situations. Counselling often related to physical and/or emotional abuse, and/or drug and alcohol abuse. Managing emergency situations is an ongoing expectation of this position.</p>