

Job Description
Counsellor, PEACE Program
Prevention, Education, Advocacy, Counselling, Empowerment

Summary:

The Counsellor, for the PEACE program provides individual, family and /or group counseling services to children between ages of 3 and 18 who have experienced violence. The Counsellor reports to the Program Manager, Child and Family Counselling.

Key Duties and Responsibilities:

- Provides services according to the Schedule of Service for the PEACE Program.
- Creates a safe space for individual, family and/or group counselling for children.
- Collaborates with parents, family members, or care providers as needed to support the child.
- Maintains communication with schools and other agencies as appropriate.
- Collaborates with other SCCSS programs to enrich program delivery and fulfill our mission more effectively.
- Obtains and maintains awareness of the demographic and socio-economic variables of the community and actively works to reduce barriers to services.
- Demonstrates cultural competency working with Aboriginal families and community.
- Maintains client records and client files in keeping with program manual and SCCSS policy.
- Support the mission, vision and values of SCCSS including participating in organizational wide initiatives as interested or asked.
- Collaborates with the Program Manager to develop and establish standards and accountability mechanisms including logic models, monitoring frameworks and evaluation processes including the completion of program(s) reports, stat collection maintenance of relevant documents.
- Assists the Program Manager in creating a learning environment for students and volunteers.
- Ensures effective service delivery consistent with agency mandate, policy, meeting all legal, contractual financial and other compliance requirements.
- Supports ongoing compliance with accreditation standards, new standards and CARF requirements.
- Stays current with SCCSS programs and services.

Qualifications and skills required:

- Post-secondary degree in Social Work, Counselling or related area with three years of counseling experience.
- Knowledge of and experience with various expressive therapies as well as psycho-educational approaches with thorough understanding of the dynamics of abuse, parenting issues, and child developmental stages.
- Good working knowledge of the Local, Provincial, and Federal legislation and regulations as relevant to the work.
- Experience working effectively and in a non-judgmental manner with clients from different cultures, ethnicity, and socio-economic backgrounds.
- Experience applying a feminist analysis of gender violence as it affects children, women and trans folk.

- Solid understanding of the systemic issues that need to be addressed in order to decrease violence against women and children.
- A trauma-informed practice approach.
- Knowledge of family systems and culturally competent practices.
- Experience working in the non-profit sector is an asset.
- Ability to work flexible hours – may require evening and weekend work to meet the needs of the clients.
- Knowledge of the impacts of colonization, including Residential Schools, on Indigenous people.
- Proven ability to work collaboratively across programs and with community partners.
- Strong computer skills in Microsoft Office suite and experience with an electronic client records management system.
- Excellent communication and organizational skills.
- Master multi-tasker able to identify and act on priorities.
- Successful results of criminal records check.
- Valid driver's license and reliable vehicle is required for meetings and events across the Coast.
- Strong knowledge of SCCSS programs and services.

Working Conditions

- This position may work alone, one-to-one with families or individuals, with little to no supervision.

Physical Requirements

- Sitting for extended periods of time and computer use.
- Lifting and moving of general office supplies and other related supplies/equipment.
- Able to accommodate a lot of up and down movement when dealing with young children

Organizational Relationships

This position reports to the *Program Manager, Child and Family Counsellor*