

**Job Description**  
**Women's Counsellor**  
**Stopping the Violence Women's Counselling Program**  
**Together Against Violence**

**Summary:**

The Women's Counsellor provides individual and group counselling to women who have been subjected to violence and abuse including sexual, physical and emotional abuse which may be current or may have happened historically. The Counsellor prioritizes women's safety and bases counselling on the needs of the women. The Counsellor reports to the Manager, Together Against Violence.

**Key Duties and Responsibilities:**

- Provides individual and group counselling to women and trans people who have been subjected to violence and abuse which may be current or historical.
- Makes appropriate referrals and connects women with resources for information, community support, and advocacy.
- Collaborates with other SCCSS programs to enrich program delivery and fulfill our mission more effectively.
- 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.
- Participation in staff development opportunities and professional exchanges with other service providers
- Attend clinical consultation with a qualified clinical supervisor at least every two months.
- Assists the Program Manager to hire program staff when funding allows
- Ensures that the program participates in interagency liaison and community coordination on violence against women.
- In collaboration with the Program Manager creates 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 and new program standards.
- Stays current with SCCSS programs and services.
- May be requested to assist with other duties to aid with the efficient operation of the organization.

**Qualifications and skills required:**

- Post-secondary degree in counselling or psychology plus four years of related experience in a relevant field or the equivalent in education and experience.
- Experience applying a feminist analysis of gender violence.

- Solid understanding of the dynamics of abuse and of the systemic nature of violence against women and marginalized people.
- Experience working effectively and in a non-judgmental manner with clients from different cultures, ethnicity, and socio-economic backgrounds.
- Experience with program planning, evaluation and report writing.
- A trauma-informed practice approach.
- Knowledge of culturally competent practices.
- Experience working in the non-profit sector is an asset.
- Ability to work flexible hours.
- Knowledge of the impacts of colonization, including Residential Schools, on Indigenous people.
- Good working knowledge of the Local, Provincial, and Federal legislation and regulations as relevant to the work an asset
- Proven ability to work collaboratively across programs and with community partners.
- Strong computer skills in Microsoft Office suite
- Excellent communication and organizational skills.
- Successful results of criminal records check.
- 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.

### **Organizational Relationships**

This position reports to the Manager, Together Against Violence