

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

Summary:

The Women's Counsellor provides individual and group counselling to women who have experienced violence and abuse including sexual, physical, and emotional abuse, which may be current or historical. The Counsellor works from a feminist approach, utilizing trauma-informed practice. The Counsellor reports to the Manager, Together Against Violence (TAV) team.

Key Duties and Responsibilities:

- Provides individual and group counselling to trans and cis women who have experienced 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 Indigenous families and community
- Maintains client records and client files in keeping with the program manual and SCCSS policy
- Supports the mission, vision, and values of SCCSS, including participating in organization-wide initiatives as interested or asked
- Collaborates with the TAV Manager to develop and establish standards and accountability mechanisms such as logic models, monitoring frameworks, and evaluation processes, including the completion of program reports, stat collection and reporting, as well as maintenance of relevant documents
- Participates in staff development opportunities and professional exchanges with other service providers
- Attends clinical consultation with a qualified clinical supervisor at least every two months
- Assists the TAV 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 TAV 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 Social Work plus two years of related experience working in the anti-violence field as a Women's Counsellor
- Experience applying a feminist analysis to violence against women
- Solid understanding of the dynamics of abuse and of the systemic nature of violence against women and marginalized people
- Utilizes a trauma-informed practice approach
- Experience working effectively and in a non-judgmental manner with clients from different cultures, ethnicity, and socio-economic backgrounds
- Knowledge of culturally competent practices
- Knowledge of the impacts of colonization, including Residential Schools, on Indigenous people
- Experience with program planning, evaluation, and report writing
- Experience working in the non-profit sector is an asset
- Ability to work flexible hours
- 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 (TAV).