

January 16, 2019
Dixon Transition Society
Stopping the Violence Counsellor
35 hours per week

**This is a one-year position to cover a maternity leave. Our preference is to hire one person to work Monday through Friday, however, we are open to hiring two part-time positions to cover the 35 hours.

Union: Health Sciences Professional
Pay Grade: Grade 1(a) Level 8 - \$30.15 per hour
Reports to: Manager of Operations and Services
Start Date: March 1st, 2019

The Stopping the Violence Counsellor is responsible for providing women-centered counselling to women who are survivors of violence in their relationships, and/or sexual abuse or childhood abuse; reside in Burnaby and are of 19 age of years or older. Where there are no other suitable services available, a woman who is under the age of 19 but is leading an adult life style will be qualified for this service. This is a supportive counselling service that goes beyond emotional support, but it does not constitute clinical treatment, and it is provided for a limited period as per the Provincial Stopping the Violence Counselling contract and based on each woman's individual requirements.

Duties and Responsibilities:

- Works from a feminist perspective, provides on-going individual counselling sessions, facilitation of counselling and support groups, program assessment, intake, referral, and advocacy.
- Works with clients to identify the circumstances that have led them to seek or to be referred to the service including mutually identifying the goals of counselling and the available service options.
- Carries out counselling sessions using skills and techniques appropriate to clients' needs.
- Participates in case discussions with immediate supervisor and/or clinical supervisor where appropriate.
- Keeps records as per funders' requirements and specifications and operational requirements identified by Manager.
- Prepares reports for funding agencies as per funders' requirements and specifications and operational requirements identified by Manager.
- Maintains client statistics for reporting purposes and provides monthly and annual report to the Executive Director.
- Provides advocacy and support to clients when appropriate.
- Liaises with and makes referrals to other local agencies providing related services such as transition houses, victim assistance programs, alcohol and drug programs, and mental health services.
- Responds to inquiries from staff, public, and prospective clients about the STV program.
- Maintains up-to-date professional knowledge and relevant legislations or policies pertaining to field of work.
- Maintains waitlist of clients if necessary. Reports to Manager when number of clients on waitlist exceeds five.
- Accesses training annually and clinical supervision monthly.
- Maintains knowledge of Dixon Transition Society's (DTS) policies and procedures by reviewing the Policy and Procedures Manual as well as the Program Manual annually and on as needed basis throughout the year.
- Attends scheduled staff meetings and events and conferences hosted by DTS.
- Maintains confidentiality of DTS information and clients as per the confidentiality agreement.
- Performs other duties as required.

Education, Training and Experience:

This position requires an individual who possesses:

- Diploma/ Degree in related field;
- Minimum two years direct work experience working with women who have experienced violence;
- Crisis Prevention Response Certificate;
- An equivalent combination of education, training and experience will be considered.

Skills and Abilities:

This position requires an individual who possesses:

- Understanding of systems of oppression and how they impact women's experiences of violence;
- Knowledge and understanding of the cycle of violence and its effect on women;
- Crisis intervention skills and conflict resolution skills;
- Excellent oral and written communication skills;
- Excellent organizational and time management skills;
- Ability to work with minimum supervision while working in a team setting;
- Ability to deal with others compassionately and non-judgmentally;
- Skilled at facilitating group counselling;
- Ability to self-assess and to seek support and training as required;
- Ability to work under pressure and/or stressful situations while remaining calm and collected;
- Knowledge of and ability to work with different software including word, excel, outlook, power point, web-based emails, databases, and search engines;
- Physically able to carry out the duties of the job.

Required:

- Criminal Records Check
- First Aid Certificate including infant CPR

Day and Hours of Work:

Monday to Friday (two evenings per week are required to meet the needs of the clients)

Closing Date:

Please send **resume and letter of interest** to Manager@dixonsociety.ca no later than **February 15th, 2019**