

## **Employment Opportunity**

**We are inviting applications for a Temporary Part-Time Children Who Witness Abuse Counsellor**

**This position is 16 hours per week, August – March 2018**

**The hourly rate is between \$22.77 and \$26.52**

### **Job Summary:**

Provides counselling, education and advocacy support to children who have witnessed domestic violence. Provides emotional and parenting support for parents regarding the impact on their children of witnessing violence.

### **Key Responsibilities:**

#### **A. Client Service**

- Interviews clients, prepares case histories, assesses problems and outlines services provided by the Children Who Witness Abuse Counsellor and other relevant VWTS services.
- Assesses the safety of clients and supports clients in reducing safety risks.
- Assesses the impact of witnessing abuse on the child, the group readiness of the child and the support needs of the abused parent.
- Develops and conducts psycho-educational support groups for children.
- Conducts individual counselling to clients and/or individual members of his/her family using techniques such as active listening, conflict resolution and psycho-education; provides emotional support.
- Provides emotional and parenting support and referral services for parents.
- Conducts post-group interviews with children and/or their families. Recommends follow-up services where necessary and makes appropriate referrals.
- Participates in or initiates case conferences with other professionals as required. Reports and discusses case planning and concerns to therapists, social workers and others as required and within the confines of confidentiality policies.

#### **B. Program Administration**

- Ensures health and safety standards are maintained. Reports any related concerns to the Programs Director.
- Prepares written reports and/or database recordings regarding client contact and progress according to Records Management Guidelines and agency policy and ensures safe secure storage of client records. Ensures that all required documentation is complete and accurate.
- Completes monthly and quarterly statistical reports as requested by the Community Programs Manager.
- Operates within the financial limitations as defined by budget guidelines for the program.
- Maintains employment records such as Time Sheets, Mileage Reports and Professional Development forms and submits them to the Community Programs Manager in a timely fashion.

### **C. Organizational Role**

- Participates and contributes as a member of the Vernon Women's Transition House staff team.
- Participates and contributes as a member of the Community Programs Peer Supervision group.
- Ensures that activities adhere to the program standards, philosophies, policies, procedures and Code of Ethics of the Society.
- Participates in professional development through workshops, in-service training, etc.
- Maintains current knowledge of issues and resources related to abuse and violence.

### **D. Community Role**

- Represents the Society positively and professionally in the community.
- Identifies community resources that will meet client needs and refers as appropriate. Provides liaison with other agencies and professionals as required.
- Participates on community and agency committees related to the issue of children who witness abuse and violence against women in relationships, with the approval of the Community Programs Manager.
- Conducts presentations and public awareness activities about the CWWA Program, the services provided and the impact of children witnessing violence.

### **E. Other**

- Performs other related duties as required.

### **Qualifications:**

#### ***Education, Training and Experience***

- A Bachelor's Degree in a related human / social services field.
- Two years recent related experience providing one-on-one and group counselling to children.
- Specific education and experience in the area of trauma counselling.
- Demonstrated knowledge of the impacts of witnessing violence and the dynamics and impacts of violence against women and children.
- Demonstrated skills and ability to work from a feminist perspective.
- An equivalent combination of education, training and experience.

#### ***Skills & Abilities***

- Excellent oral, written and interpersonal communication skills
- Demonstrated knowledge of violence against women and the impact of children witnessing abuse
- Proficient time and general management skills
- Strong interviewing and assessment skills
- A high level of tact, diplomacy and professionalism

### **Additional Information:**

**To apply:** please submit resume with cover letter to [hr@vwts.ca](mailto:hr@vwts.ca) by June 16<sup>th</sup> 2017, quoting Competition 2017-004 in the subject line.

*Only applicants selected for an interview will be contacted*