



Vernon Women's **Transition House** Society

## External Employment Opportunity

### Intake Outreach Worker

Temporary Position May 2018 to March 31, 2019

<b>Posting:</b>	#2018-010
<b>Hours of work:</b>	12 hours per week Mondays and Wednesdays
<b>Start date:</b>	May 2018
<b>Grid level:</b>	10 In accordance with the Collective Agreement
<b>Submission deadline:</b>	Open until filled
<b>Submit resume and cover letter to:</b>	<a href="mailto:Hr@vwts.ca">Hr@vwts.ca</a>

#### **Job Summary:**

Provides mobile response and supportive brief counselling (individually or in a group) to women and their dependent children who have experienced violence, abuse and threats. Initiates safety planning, problem solving and referrals. Provides transportation, advocacy and accompaniment to related services such as welfare, lawyers, housing agencies, MCFD, health services and RCMP. Serves neighbouring rural areas such as Armstrong, Coldstream, Enderby, Falkland, Lumby, Splat's in and Okanagan Indian Bands.

This position will primarily handle intake work for the Outreach, Stopping the Violence and PEACE Child and Youth Counselling programs. The incumbent will perform outreach support services for people waitlisted for any of those programs.

#### **Qualifications:**

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

- Diploma in Human/Social Services field or an equivalent combination of education and experience
- Minimum three years recent and directly related experience
- Specific training and/or experience related to crisis response
- Specific training providing services to women who have experienced violence
- Demonstrated working knowledge of the justice system and issues/practices to violence against women
- Specific knowledge regarding legislation, policy, and provincial and other government framework agencies and systems may be required

An equivalent combination of relevant education, training and experience will be considered.

## **Skills and Abilities**

- Good knowledge of feminist theory
- Woman-centred analysis of violence against women
- Excellent crisis intervention skills
- Excellent verbal and written communication skills
- Good and demonstrated ability to work with tact and diplomacy with service providers in the community
- Good knowledge of the mental health system, substance use issues, MCFD policies, tenants rights, workers' rights, the justice system and community-based program services and related provincial and community support systems
- Excellent ability to work independently and take initiative

## **Key Responsibilities and Duties:**

### **Client Service**

1. Provides individual and group support to women and their children who have experienced violence, abuse or threats or are at risk of same including current or past residents of the Vernon Women's Transition House.
2. Provides advocacy and accompaniment through the legal, social services, income assistance, housing and medical systems.
3. Receives referrals for response from the hospital, the RCMP or other agencies and responds when able.
4. Provides follow up and acts as a broker for services to women who have experienced violence.
5. Provides emergency response support where needed, appropriate and possible.
6. Keeps up-to-date with community resources, relevant legislation (such as criminal law, family law, tenant's rights, welfare policies and regulations), poverty issues, and mental health and substance use issues.
7. Develops and maintains positive supportive relationships with clients while demonstrating respect for personal values, beliefs, culture and choices.
8. Completes Risk Assessments and assists women with safety planning and related supports as needed.
9. Ensures personal safety of self is at the forefront in delivery of services. Communicates promptly with the Programs Director regarding any personal safety concerns.
10. Maintains awareness of and compliance with the Service Principles and Service Guidelines of the agency's contract with the Ministry of Justice, Schedule A, Outreach Services program.

### **Programs Administration**

1. Develops and maintains resource materials, videos, pamphlets and hand-outs.
2. Maintain appropriate documentation and client records in accordance with Records Management Guidelines and agency policies.
3. Maintain and submit statistics and reports as required by the funding Ministry and the Society.
4. Prepares and submits reports as required by Community Programs Manager.
5. Ensures that the program standards are adhered to in the delivery of service.

### **Organization Role**

1. Participates and contributes as a member of the Vernon Women's Transition House staff team including participation in monthly staff meetings.
2. Adheres to the philosophies, policies, procedures and Code of Ethics of the Society.
3. Accounts to the Community Programs Manager in regular supervision meetings.
4. Participates in professional development through workshops, in service training, etc. as required.

### **Community Role**

1. Develop and maintain positive relationships with social service providers, RCMP, health service providers, educational facilities, services specific to First Nations, immigrant services, alcohol and drug service providers, counselling services and others throughout the community.
2. Initiates referrals and liaisons with community agencies as required by each client's case and where indicated.
3. Participates in community coordination activities, where required by Community Programs Manager.
4. Supports culturally-appropriate community education and awareness related to the effects of violence against women, violence prevention and related services through community presentations, networking, program promotion and participation in community events.
5. Represents the Society positively and professionally in the community and in provincial liaison activities.
6. Provides other supports to community members as directed.

### **To Apply:**

Please submit resume with cover letter to [hr@vwts.ca](mailto:hr@vwts.ca) quoting **Competition # 2018-010** in subject line.

Please note that the selected candidate will require:

- A satisfactory enhanced Criminal Record Check
- Membership with the BC Government and Service Employees' Union- BCGEU
- Must have an appropriately insured vehicle in good operating condition at work and a valid Class 5 driver's license
- A valid first aid certificate