

## **External Employment Opportunity**

We are inviting applications for a

### **Permanent Part-Time Stopping the Violence (STV) Counsellor Armstrong/Enderby location**

<b>Posting:</b>	#2018-011
<b>Hours of work:</b>	20 hours per week Wednesday & Thursday (Armstrong) Friday (Enderby)
<b>Start date:</b>	May 2018
<b>Grid level:</b>	14 on the paraprofessional wage grid, 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 individual and group counselling and related support to women who have experienced violence in their relationships, sexual assault and childhood abuse.

#### **Qualifications:**

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

- Bachelor's Degree in a related human / social services field.
- Specific education and experience in the area of trauma counselling.
- Two years recent related experience providing direct program delivery in the woman-serving sector.
- Demonstrated knowledge of the impacts of trauma, and the dynamics and impacts of violence against women
- Demonstrated skills and ability to work from a feminist perspective.
- An equivalent combination of education, training and experience.

##### **Job Skills and Abilities**

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

## **Responsibilities:**

### **A. Client Service**

- Assesses the safety of clients and their children and supports clients in reducing safety risks.
- Interviews clients, prepares case histories, assesses problems and outlines services provided by the Stopping the Violence Counsellor and other relevant VVTHS services.
- Provides individual and group counselling to clients from a feminist and trauma-based perspective using techniques such as therapeutic group counselling and self-skill workshops.
- 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.
- Facilitates the creation of group counselling / therapeutic groups in Transition House and in the community.

### **B. Program Administration**

- Ensures health and safety standards are maintained. Reports any related concerns to Community Programs manager 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 Programs Director.
- 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 Programs Director 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.
- 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 violence against women in relationships, with the approval of the Programs Director.

- Conducts presentations and public awareness activities about the STV Program, the services provided and violence against women in relationships.

**To Apply:**

Please submit resume with cover letter to [hr@vwts.ca](mailto:hr@vwts.ca) quoting **Competition # 2018-011** in subject line.

Please note that the selected candidate will require:

- A satisfactory Criminal Record Check for working with children and/or vulnerable persons.
- Membership with the BC Government and Service Employees' Union- BCGEU
- A valid driver's license and availability of a personal vehicle in good operating condition for work purposes.
- A valid first aid certificate