

Nelson Community Services
JOB DESCRIPTION

JOB TITLE: STOPPING THE VIOLENCE WOMEN'S COUNSELLOR
Reports to: Executive Director
Classification: Stopping the Violence Counsellor
Grid Level: 14-P
Effective Date: March 2013
Last Updated: January 2016
Union: BCGEU
Job Summary: The incumbent in this position provides counselling and related support services for women who have experienced various forms of violence and abuse. Program services are delivered within a feminist framework and place priority on the safety of women.

Duties and Responsibilities:

1. Conducts intake assessments and gathers relevant personal histories of all clients.
2. Assesses the safety of each woman (and her children), and supports her in efforts to reduce risks to her safety, including development of a formal safety plan.
3. Provides group and one-to-one counselling and related support services.
4. Makes referrals to other appropriate resources when needs are beyond the program's resources or mandate; maintains a thorough knowledge of community resources.
5. Advocates for women on an as-needed or as-requested basis.
6. Maintains case records sufficient to indicate the nature and time of services provided.
7. Participates in community outreach and education activities addressing violence against women; may engage in prevention activities involving networking, consultation, public relations, etc., where time permits.
8. Participates in case consultations and Integrated Case Management meetings as required.
9. Adheres to the funder's standards, policies, principles, and deliverables as per the Contract.
10. Maintains client file records according to Agency policy and standards, as well as funder guidelines.
11. Compiles and submits program data and outcome reports as required by funders and the Agency; participates in program evaluations.
12. Attends regular supervision with the Agency's Clinical and Program Supervisors, including an annual performance review and development of a training plan; attends agency staff meetings; attends local and regional peer support/case consultation meetings, as time permits.
13. Participates in professional development and training relevant to this program area.
14. Supervises practicum students as required.
15. Performs other related duties as required.

Qualifications:

Education:

Bachelor's degree in human services or related field or the equivalent combination of education, training, and experience.

Experience:

Minimum of two (2) years' recent experience in counselling women who have experienced recent or historical trauma, violence, and abuse.

Additional Skills:

1. Proven knowledge, skills and experience in assessing and counselling women who have experienced various forms of recent or historical trauma, violence and abuse.
2. Experience in providing counselling and advocacy within a feminist practice framework and from a trauma-informed perspective.
3. Competent in working with women from diverse cultural backgrounds and lifestyles.
4. Skills in conducting safety assessments and safety planning.
5. Knowledge, skills, and experience with group process and facilitation techniques, particularly with women who have experienced trauma and abuse.
6. Well-developed interpersonal, oral and written communication skills.
7. Good organization, time management, and caseload management skills.
8. Ability to work independently as well as in a team environment.
9. Ability to work collaboratively and network with other members of the community.

Other Information:

1. Must be willing to work flexible hours to meet the needs and demands of the program.
2. Must hold a valid First Aid Certificate.