

## JOB INFORMATION

### COUNSELLOR, ANTI- VIOLENCE (AV) PROGRAM

#### OVERALL PURPOSE / MAIN FUNCTION

The AV Counsellor (psychotherapist) is responsible to provide counselling services, individual and group, to women who have experienced violence and to children who have been exposed to their mother's abuse. The focus of the counselling is to build resilience, provide healing from trauma and increase safety. The clients are often at risk of further abuse therefore the AV Counsellor provides safety planning and trauma counselling. Additional activities may include advocacy, provision of resources, community presentations, referral to other programs and contact with service providers including lawyers, CAS and police services.

#### MAJOR RESPONSIBILITIES

##### 1. Psychotherapy Services: (60 % direct services)

- Provides individual counselling services including assessment, treatment and referrals for abused women and children who have witnessed their mother's abuse
- Provides group counselling services for abused women and for children who have witnessed their mother's abuse
- Ensures that counselling services are informed by an anti-oppression, feminist framework
- Provides counselling services using evidence-informed modalities, based on the assessment of client needs and planned counselling goals established with the client
- Ensures counselling practice is trauma-informed, strengths-based, builds resilience and healing and is flexible to meet client needs
- Assesses client safety needs and develops detailed safety plans for each client
- Provides appropriate referrals to additional resources, including transitional support and housing workers, and collaborates with other service providers to the benefit of the client
- Plans, implements and delivers AV group programs for women and children

#### TITLE:

Counsellor, Anti-Violence (AV) Program

3 Positions

#### REPORTS TO:

Director, Community & Anti-Violence Programs

#### TEAM:

Anti- Violence Program

#### LOCATION:

Family Services Ottawa

312 Parkdale Ave & Community Based settings

#### HOURS OF WORK:

28 hours/week

#### UNION/NON-UNION:

Union; salary level 5 (under review); salary range from 50,975.39 to 57,267.47

#### CLOSING DATE:

Friday April 12<sup>th</sup> 2019 at 5:00pm

#### APPLY TO:

[careers@familyservicesottawa.org](mailto:careers@familyservicesottawa.org)

## **2. Administrative and Support Work- Agency Related**

- Attends team meetings
- Attends agency all-staff meetings
- Attends agency and clinical professional development sessions
- Participates in agency committees as required
- Maintains accurate and current records and files
- Completes administrative duties as required for agency records

## **3. Administration and Support Work- Services Related**

- Complete all requirements related to data collection within the program
- Responds, as required, to AV Program information and intake and assessment inquiries
- Participates in individual counselling supervisory sessions and in group counselling supervisory sessions
- Maintains accurate, current case files and records using agency electronic systems, including DANIC
- Maintains statistical and other data as required by the agency and its funders
- Writes letters and other support documents based on client requests; ensures all letters are reviewed by clinical or administrative supervisor
- Maintains information about community resources that will benefit clients
- Liaises with partners and other agencies including, but not limited to, shelters, Immigrant Women's Services Ottawa (IWSO), community resource centers, Ottawa Coalition To End Violence Against Women (OCTEVAW) and CAS
- Remains current with clinical best practices and AV research

## **4. Other Duties**

- Performs other duties as assigned by the Program Director

***Note: This job description is not intended to be all-inclusive. Other duties may be required to meet the ongoing needs of the organization.***

## **STATEMENT OF QUALIFICATIONS**

### **I. Education & Knowledge**

- Masters in Social Work (MSW), Masters in Counselling, or equivalent graduate degree

### **II. Experience**

- A minimum of three (3) years of direct counselling (psychotherapy) experience including two (2) years counselling abused women and/or children exposed to their mother's abuse
- A minimum of three (3) years experience delivering group services to families and individuals
- Experience working with diverse populations based on, but not limited to, culture, race, socio-economic status, gender identity, gender expression, gender and sexual orientation

### **III. Knowledge**

- Demonstrated knowledge of therapeutic approaches to working with women who have experienced violence and children who have been exposed to their mother's abuse
- Demonstrated knowledge of a range of counselling modalities and interventions, particularly related to trauma, healing and resilience
- Strong knowledge of community resources including those related to women's anti-violence

- Knowledge of risk factors, risk assessment and safety planning
- Knowledge of the cultural, socio-economic, political and historical factors that contribute to violence against women
- Knowledge and understanding of feminist, anti-oppressive frameworks
- Demonstrated knowledge of professional standards and ethical guidelines for social workers and psychotherapists
- Some knowledge of child custody and access
- Knowledge of diversity including based on culture, ethnicity, gender identity, gender expression, race, ability and sexual orientation

#### **IV. Skills**

- Assessment and treatment planning with adult and child clients including ability to assess risk factors associated with violence against women
- Demonstrated skills in analysis of individual and systematic issues impacting clients
- Demonstrated ability to work with complex issues and trauma utilizing a trauma informed approach
- Strong organizational and planning skills
- Technical and computer skills including MS Word, PowerPoint and client data bases
- Excellent communication skills (written and verbal)
- Ability to set goals and prioritize amongst multiple tasks
- Skilled at working independently and taking initiative
- Strong group facilitation skills
- Skilled at building rapport with diverse groups
- Strong interpersonal skills
- Skilled at maintaining accurate records

#### **V. Abilities**

- Ability to maintain a respectful, collaborative and professional approach and standards with clients and colleagues
- Ability to work with complex issues, trauma and abuse
- Ability to work as a collaborative team member
- Ability to work independently within program guidelines and best practices

#### **VI. Languages**

- Excellent oral and written communication skills in English and French preferred

#### **VII. Physical Demands**

- Counselling services are provided in an office setting
- A minimal amount of physical activity is required such as lifting and group room set up
- The services are primarily provided sitting down for an average of one hour, or standing for group programming within an average of two-hour sessions
- Group programming is provided on-site or at other service provider locations in a group room setting

#### **VIII. Working Conditions**

- Counselling services are provided in a private, confidential office space
- Limited local travel may be required to provide community-based groups
- Evening work is sometimes required
- Must pass a police records check for working with the vulnerable sector

#### **IX. Certification/Licensing/Specialized Training**

- Must be a member in good standing with a regulated health college as per current standards for practicing social work, or psychotherapy (i.e. CRPO, OCSWSSW)

## **ADDITIONAL QUALIFICATIONS**

- Fluency in French is an asset
- Fluency in other languages is an asset

## **POSTING PERIOD**

Friday March 29<sup>th</sup>, 2019 – Friday April 12<sup>th</sup>, 2019

FSO is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. FSO is committed to ensuring that each individual will have genuine, open and unhindered access to employment opportunities.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact us.

**\*While we thank all candidates for their interest, only those selected for an interview will be contacted\***