



JOB POSTING

POSITION TITLE: VAW Crisis Worker - Relief

POSITION TYPE: On-call

DEADLINE TO APPLY: ASAP

RATE OF PAY: Hourly

WORK REMOTELY: No

The Women's Centre Grey Bruce is a non-profit charitable organization. We provide secure emergency shelter services, crisis intervention, safety planning, counselling, and transition services for youth-at-risk of being trafficked or who are being trafficked in Grey and Bruce Counties.

The Women's Centre Grey Bruce invites applications to fill a VAW Crisis Worker relief position.

POSITION SUMMARY

The VAW Crisis Worker reports to her Program Manager and is responsible for providing counselling, advocacy, information and support services for women and children accessing The Women's Centre Shelter services. The VAW Crisis Worker will deliver services in a manner consistent with the goals and objectives of the program and the policies and procedures of The Women's Centre Grey Bruce.

POSITION RESPONSIBILITIES

Counselling and Communication

Provides professional-level counselling support to Shelter clients, based on a thorough understanding of The Women's Centre counselling philosophy and procedures to include as directed:

- Provides daily one on one supportive counselling to women and children.
- Provides telephone crisis counselling.
- Provides life skills coaching.
- Takes a client centred and collaborative approach when communicating with clients.
- Adheres to anti-racism, anti-oppression, and feminist practices.
- Shares information with clients about available supports through community agencies. Works in conjunction with clients to create service plans around areas such as: Employment, financial needs, medical needs, therapeutic needs, and provide referrals as needed.
- Initiates contact with clients and ensure needs are met promptly.
- Orients clients to house rules and procedures.
- Works toward a co-ordinated delivery of service for clients with team members.

VAW Crisis Worker October 2021.docx

The Women's Centre Grey & Bruce | 2048 A 9th Ave. | Owen Sound, ON | N4K 3H2

T: 519-376-0755 | F: 519-376-3026 | info@thewomenscentre.org | thewomenscentre.org



Documentation

Documents accurately all relevant activities of clients pertaining to their stay at The Women's Centre, using Shelter logging procedures.

- Documents all crisis telephone and day client contacts.
- Organizes all written work in a clear and concise manner.
- Documents each client interaction, and completes required paperwork.
- Prepares intakes and discharges, safety planning, risk assessment documentation clearly and accurately for all women and their children who access services.
- Accurately document clients' goals and provide advocacy at Case Management meetings.
- Accurately enter all statistics in agency database; understand and use available options. Complete daily checklist of activities as per shift.
- Assists clients with completing forms.
- Tracks bus tickets issued and other transportation provided.
- Facilitates House Meetings and record details such as attendance.
- Administers petty cash, etc. as defined by procedures.

Policies, Procedures, Values, and Professional Practice

Adhering to all policies, procedures and legal requirements:

- Understands and apply relevant legislation and related tools (ie. VAW Emergency Standards, Occupational Health and Safety Act, Privacy Act, Employment Standards Act, etc., and ARAO practises
- Demonstrates knowledgeable of applicable Agency policies, procedures and protocols which are incorporated into practice.
- Adheres to confidentiality and ethical practices.
- Attends and participates actively in team and staff meetings.
- Engages in constructive problem solving strategies with peers and manager to continue to develop and improve program delivery.
- Attends regular staff supervision with Program Manager, and identifies annual professional development goals during this process.

Common Responsibilities for all Staff

- Maintains strict confidentiality of all client and staff information.
- Attends staff meetings, staff training and case management meetings as required.
- Provides and accept constructive feedback on work-related issues.
- Promotes a harmonious and supportive relationship between Staff, Clients, Board, Volunteers and Community Agencies.
- Maintains a current awareness regarding woman abuse issues, social justice issues, statistical and program information specific to The Women's Centre, and issues related to the status of women and children in general.

VAW Crisis Worker October 2021.docx

The Women's Centre Grey & Bruce | 2048 A 9th Ave. | Owen Sound, ON | N4K 3H2

T: 519-376-0755 | F: 519-376-3026 | info@thewomenscentre.org | thewomenscentre.org



THE
WOMEN'S CENTRE
GREY BRUCE

- Adheres to anti-racism, anti-oppression, and feminist practices.
- Participates in the evaluation of services, as required.
- Provides and accept constructive feedback on work-related issues
- Assists with on-the-job training of new staff, placement students and volunteers.
- Deals effectively with job-related stress including assessing personal need for time off and/or professional development.
- Reports child abuse in accordance with Child and Family Services Act and The Women's Centre procedures and is available for follow-up supportive counselling.
- Performs other duties as authorized and/or requested by the Program Manager.

WORKING CONDITIONS

- Works alone with women and children who are in crisis routinely.
- Possesses the ability to lift up to 10 kg occasionally.
- Possesses the ability to perform tasks such as pushing and pulling involved in moving furniture etc. occasionally.
- Climbs stairs daily.
- Bends, and reaches overhead routinely, and sits and stands over extended periods. Performs housekeeping activities such as bed making, vacuuming, and mopping floors, cooking etc. routinely.

POSITION QUALIFICATIONS

- Holds a university degree or college diploma in social work or a related field.
- Must have sound working knowledge of violence against women and children issues.
- Possesses experience in crisis and abuse-specific counselling.
- Possesses sound understanding of feminist issues.

JOB REQUIREMENT

- Must have a valid Standard First Aid/ CPR certification.
- Must have a clean and valid Vulnerable Sector Screen Report.
- Must have a valid driver's license and access to a reliable transportation.
- Must be available to work all shifts: 8am-4pm, 1pm – 9pm, 4pm – 12am, 12am – 8am week days and weekends.

Hours for this position are scheduled by the Management team.

Apply by sending your cover letter and resume via email to Paula Carnakie,
paulac@thewomenscentre.org.

VAW Crisis Worker October 2021.docx

The Women's Centre Grey & Bruce | 2048 A 9th Ave. | Owen Sound, ON | N4K 3H2
T: 519-376-0755 | F: 519-376-3026 | info@thewomenscentre.org | thewomenscentre.org