



North Kootenay Lake Community Services Society

Box 546, 336 'B' Avenue, Kaslo, BC V0G 1M0

Tel. (250)353-7691 • Fax (250)353-7694

Email office@nklcss.org • Website www.nklcss.org

Serving North Kootenay Lake communities including • Ainsworth, Mirror Lake, Kaslo, Lardeau, Cooper Creek, Meadow Creek, Howser, Argenta, Johnson's Landing and their surrounding areas

Job title: Stop the Violence Counsellor/Safe Home Coordinator

Last updated: March 11, 2021

Job/Position Summary:

The Stop the Violence Counsellor/Safe Home Coordinator is an employee of North Kootenay Lake Community Services Society.

The desired outcomes of this program are to provide high quality ethical, client-centred services to women and their children that are victims of intimate violence, sexual and physical assault. As well as to recognize the feminist perspective in that each client is an individual with unique preferences and circumstances and that it is the client's right and responsibility to make her own choices with regard to treatment and healing.

Key Duties & Responsibilities

1. Provide counselling for women.
2. Inform clients of the availability of police, legal and medical systems as related to physical or sexual assault and abuse and other forms of intimate violence.
3. Provide women and their children at risk of violence with information and support for decision making, short term shelter or housing, referrals to other services and links to affordable housing.
4. Give women and their children at risk of violence with 24/7 access to initial contact services.
5. With client consent refer to other North Kootenay Lake Community Services Society programs or other services in the community, district or region as appropriate.
6. Work with women to identify the circumstances which have led them to seek services including mutually agreeing to define the goals of counselling and available service options.
7. Respond to crisis, business calls and drop-in clients in a timely and appropriate manner.
8. Respond to requirements of intake, assessment and referral services.
9. Maintain current knowledge of issues related to intimate violence, physical and sexual assault especially as it pertains to the criminal justice system.

10. Develop positive working relationships the RCMP and with other community based and RCMP based victim's assistance programs.
11. Maintain current knowledge of and compliance with program, NKLCSS, policies, standards, procedures, philosophies and ethics.
12. Consult and liaison with community agencies to maintain up to date information on available resources as well as to maintain positive collaborative community relationships.
13. Conduct or assist in providing workshops and group facilitation designed to prevent and address relationship violence and sexual assault.
14. Locate and train volunteer victim assistance support workers where appropriate and possible.
15. Record and maintain accurate and up to date clinical files.
16. Complete and submit required statistical reports to NKLCSS and the funder and provide additional information as required.
17. Carry out other duties as required.
18. Respect and keep confidential information provided.
19. Recognize that safety of the client is of highest priority.

Supervision Received:

The Counsellor reports to the Team Lead Counselling.

Supervision Given:

Counsellor receives regular clinical supervision from a clinical supervisor through North Kootenay Lake Community Services.

Education and work experience

- Master's degree in social work, counselling psychology or equivalent is preferred. A Bachelor's degree with equivalent experience may be accepted.
- Professional development (on-going) in victim's services and crisis intervention.
- Extensive work related experience under qualified supervision and participation in related continuing education programs.
- Strong feminist analysis of intimate violence, sexual and physical assault and potential systemic discrimination against victims of crime.

Skill requirements

- Excellent written and communication skills.
- Ability to work independently with efficient time management skills.
- Able to work within a collaborative framework, participating in a team approach with other professionals, agency staff and members of the community.
- Ability to foster team participation and contribute to the goals and activities of NKLCSS and the objectives of the contract funders.
- Demonstrated presentation skills
- Awareness of and willingness to work on personal issues as they arise.
- Ability to be mindful of your own experience of victimization and privilege and how they impact your work.
- An attitude that is positive, pro-active and open along with a commitment to speaking without gossip.
- Respect for diversity.
- Ability to manage change effectively.
- An attitude that welcomes, respects and appreciates clients, co-workers, donors, collaborators and the greater community.

Additional Information:

Conditions of Employment:

- Clean driving abstract and reliable vehicle.
- Satisfactory Criminal Record Check and adherence to a confidentiality agreement.
- Current First Aid/CPR Certification and non-violent crisis intervention training.