



## **Position Vacancy Posting**

<b>Position Title:</b> Stopping the Violence Program Coordinator	<b>Reference No.</b> 20-16
<b>Program:</b> Stopping the Violence	<b>Salary Range Steps:</b> \$35.62 - \$41.24
<b>Location:</b> Community Services Building	<b>Employee Group:</b> HSA
<b>Hours per week:</b> 37.5	<b>Position Status</b> Temporary Full-Time, up to and including 6 months
<b>Shift Schedule:</b> Mon – Fri, 8:30am – 4:30pm	<b>Anticipated Start Date:</b> ASAP

### **Nature of Position:**

Plans, develops, implements, evaluates and oversees day-to-day operation of the Stopping the Violence (STV) program. Supervises STV staff.

**Reports To:** Manager, Programs

### **Required Knowledge, Skills, and Abilities:**

1. Demonstrated judgement when modifying counselling techniques in working with women who have experience abuse.
2. Past experience working in a not-for-profit, gender based violence advocacy setting is preferred.
3. In depth understanding and feminist analysis of the dynamics of violence against women in relationships.
4. Proven ability in record keeping and scheduling.
5. Personal qualities and attitudes that welcome and respect diversity, inclusion and equality, and values delivering excellent client centered services is required.
6. Ability to assist the organization to meet its strategic goals and program deliverables is essential.
7. Excellent critical thinking skills and ability to work under pressure.
8. Excellent self-awareness and self-care skills.
9. Ability to prioritize and manage time efficiently.
10. Ability to problem solve with clientele and demonstrate ability to make sound, professional judgements.

### **Coordinator Key Duties and Responsibilities:**

1. From a client-centered perspective, evaluate program effectiveness in consultation with the Manager, Programs.
2. Monitor, assess, and update the STV counselling waitlist including current client contact information. Respond to client inquiries regarding the evolving waitlist.
3. Supervise program staff by performing duties such as assigning work, providing feedback on performance, and conducting performance evaluations.
4. Participate in staff training sessions, public education forums, seminars, conference, presentations, and public awareness activities about services and issues relevant to specific program areas as directed.
5. Orient, determine the need for, and provide training to program staff, volunteers, and practicum students as required.
6. Celebrate and promote diversity practices within the team, the agency, and the community.
7. Maintain related records, statistics, and produces required reports on clients' behavior and progress. Maintains clinical records indicating the nature and duration of treatment in confidential manner.
8. Ensure funder reports are submitted in a timely manner.
9. Performs other related duties as assigned.

### **Direct Client Service Delivery Responsibilities:**

1. Manage and provide short term STV counselling services as appropriate to women survivors of violence.
2. Assist clients to develop a support/safety plan while awaiting STV counselling. Explore options for client support including community counselling, groups, workshops and informal support systems.
3. Work collaboratively with the client through intake and gathering case history information, crisis intervention, assessment of profound social, psychological, emotional and /or behavioral issues affecting the client, and follow-up if necessary.
4. Develop and implement individual and group counselling interventions, case plans, and programming necessary to meet client goals and objectives.
5. Provide client centered and trauma informed support by providing information and intervention related to the effects of relationship and sexual violence.
6. Facilitate referrals as needed to other programs, services, and resources.
7. Maintain current knowledge of issues and resources related to abuse and violence against women, and educates the community about these issues.
8. Participate in staff training sessions, public education, seminars, and conferences relevant to program as directed

**Qualifications:**

**Required Education, Training, and Experience:**

1. Bachelor's Degree in related field – human/social services, psychology, or counselling.
2. Two years leadership and one year supervisory. Or an equivalent combination of education, training, and experience.
3. Satisfactory criminal record check.

Haven Society values diversity and is committed to an inclusionary hiring practice. Haven welcomes applications from women who are indigenous, members of minority groups, women with disabilities, minority sexual preferences, gender expressions or identities and others who may contribute to diversity. Applicants must be female from birth or self identify as female. All qualified applicants are invited to apply.

*This position requires Union Membership*

**Please submit a cover letter and resume to;**

Tomasina Lawson; Manager, People and Culture  
[Recruitment@havensociety.com](mailto:Recruitment@havensociety.com)  
Referencing the competition number

**Date Posted;** September 24, 2020  
**Closing Date;** October 12, 2020