



Internal/External (Bargaining Unit Position)

Position: Shelter Counsellor – Full Time
Accountability: Shelter Manager/Shelter Services Director
Hours of Work: 40 hours per week – rotational shifts
Rate of Pay: Start Rate \$22.00 to \$22.68
Location: Y's WISH Shelter – Oshawa (undisclosed)
Start Date: Immediately

SUMMARY OF DUTIES:

The incumbent develops, coordinates and facilitates professional casework, advocacy and referral services for abused women and children in a confidential, safe, supportive manner.

1. Provide counselling, referral, advocacy and support to abused women and their children.
2. Conduct assessments and provide crisis intervention as required.
3. Maintain appropriate and accurate file documentation and statistical data with respect for confidentiality of client files, subject to legal and policy parameters.
4. Facilitate house meetings and support/education groups for clients.
5. Promote public awareness and foster an understanding of the organization and its purpose and philosophy, as well as issues surrounding abused women and their children.
6. Assist/support co-workers within the Shelter staff team.
7. Assist with on-the-job training of new staff, placement students and volunteers.
8. Attend all staff meetings and training sessions as assigned and participate in Shelter committees as appropriate/requested. Perform any other duties that may be assigned for the efficient and effective operation of the Shelter.
9. Perform all duties in keeping with the philosophical framework set out in the Mission Statement, values and objectives of the YWCA Durham

QUALIFICATIONS:

1. Possess a Diploma or Degree in social services, counselling, health services or a related field.
2. 5 years direct experience counselling abused and at risk women and children in a shelter setting.
3. Previous experience in domestic violence intervention techniques.
4. Sound knowledge of casework, counselling and advocacy principles and application.
5. Knowledge of a range of women's issues and sensitivity to the diverse needs of women and children exhibited in a supportive and non-judgmental manner.
6. Sound knowledge of community agencies and resources.
7. Ability to write clear and concise reports.
8. Ability to work independently and as part of the Shelter staff team.
9. Understand and respect the confidentiality of the YWCA, partner agencies, and program participants.
10. Excellent organizational, time management, problem-solving and decision-making skills are essential.
11. Demonstrated assertiveness, poise, tact and patience to deal productively with complex and sensitive issues.
12. Current C.P.R. and First Aid training is a requirement.
13. Second language is an asset
14. Must be fully vaccinated against Covid

Submit Letter of Interest and Resume quoting job title by: May 22nd 2022

Wendy Leeder
Co-Executive Director
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We invite all qualified applicants from within the Bargaining Unit to apply. The YWCA of Durham seeks to be an equal opportunity employer. We encourage applications from women of all race; colour; ethnic origin; religion; ability and sexual orientation.