

## JOB DESCRIPTION

### Job Title

Children, Youth and Family Counsellor & Facilitator – PEACE Program

### Position Summary

To provide individual and group counselling to children and their parents/caregivers who have witnessed and/or experienced abuse or high conflict in their lives.

### Key Duties and Responsibilities

#### Support, Education, Referrals and Advocacy

- Provide counselling services using a psycho-educational approach to working with children, addressing emotional, social, behavior and psychological issues arising from witnessing and/or experiencing abuse
- Provide assistance in identifying children's adjustment difficulties and other symptoms related to attitudes about violence and adult behaviour. Identify the impact of witnessing abuse on individual children and develop an effective counselling plan to address client needs
- Teach and practice skills with children in the areas of anger management, expressing feelings and problem solving
- Provide a safe and trusting environment within the counselling relationship for children to express themselves
- Provide individual assessments and counselling for children who are not ready for group
- Facilitate groups, using a wide range of approaches with children around family violence issues such as expression of feelings, anger, and problem solving skills, support networks, safety, boundaries, and self-esteem
- Promote healing and skill development in order to cope with the impact of witnessing abuse
- Develop and provide an educative/support group for caregivers when possible. Act as an information resource for caregivers who are having difficulty with their children and provide information, support, feedback and referrals when appropriate around specific issues of a child who has witnessed abuse
- Respond to critical incidents involving alcohol and drugs, mental health and/or potentially violent situations
- As per society services promote cultural awareness and create an environment where women and children of all cultural and ethnic backgrounds feel accepted. Maintain cultural sensitivity when working with children
- Assess and respond appropriately to incidents of potentially dangerous client behavior requiring further intervention (i.e. suicidal behavior)
- Respond to parenting concerns with information and/or referrals as necessary, including reports to MCFD as required
- To provide advocacy, resource information, referrals and emotional support to clients and assist them in exploring their options and defining their goals

- Make and maintain relationships with organizations/community members providing support for children such as SSCS, MCFD, School, Teachers, Principals, Counsellors, etc and work effectively with them to support clients and their families
- Make referrals to other HSWC programming whenever appropriate
- Stay current on issues related to violence against women and children, parenting issues, child protection laws, custody and access, etc  
Attend regional meeting/program meetings and any other meeting or training in consultation with the Program Manager
- Maintain current information on such issues as Child Apprehension and the effects on Children Who Witness Abuse
- Maintain professional growth and keep up to date on trends related to the responsibilities of the position through either attending workshops, courses and/or by reviewing current information/resources. Maintain and expand resources files through research, scanning current periodicals, pamphlets, and other information sources

[www.hswc.ca](http://www.hswc.ca)

### **Administration**

- Formally track all client interactions such as phone calls, emails, individual/group counselling sessions, parents support, etc. on weekly tracking form
- Assist Program Manager with submitting Stats as required
- Adhere to the policies and standards of the Howe Sound Women's Centre Society, as established in policy and program manuals, Health and Safety Guidelines, job descriptions, written memos and verbal agreements
- Ensure that the counselling room is well maintained, clean, safe and appropriately furnished
- Responsible for accurately and appropriately documenting all program related expenses and records. (i.e. mileage, time sheets, etc.)
- Establish and maintain a positive working relationship with other staff, volunteers, clients, other agencies, the business community and other professionals in the community
- Maintain work emails and phone messages on a daily basis and respond to internal communications within 48 hours or in a reasonable time frame depending on hours worked per week
- In conjunction with the Program Manager, purchase toys, supplies and equipment as necessary for the program. In addition, ensure that toys are clean and in good working order and meet current safety standards
- Provide on-going evaluation and assessment of the program and its services with the goal of improving and maintaining a quality service

### **Community Relations**

- Actively promote the Children, Youth and Family programs
- As directed by the Program Manager, liaise and build capacity with community groups, agencies and service providers in the Sea to Sky Corridor
- Provide information on Children, Youth and Family Counselling to the community, i.e. school/community presentations and participating in community groups/events. This includes participating in public relations and outreach to ensure community awareness

### **Confidentiality and Safety**

- Ensure all support is provided to clients with a non-judgmental approach
- Ensure all clients and their families are aware of our confidentiality policy and forms are signed before beginning service
- Ensure the safety of children while participating in the counselling program

### **Other related duties**

- Meet with Program Manager when necessary to provide program updates, for debriefing, etc.
- Attend as many all staff meetings, program team meetings and centre team meeting as possible.
- Provide monthly program updates.  
Maintain accurate program records.
- Become familiar with the HSWC Employee Information Guide and Strategic Plan of the HSWC
- Become familiar with terms of the PEACE contractual agreement with MPSSG
- Become familiar with the VAWIR and ICAT policy
- When time and resources permit, in conjunction with the HSWC and the Program Manager, community recognition of International Women's Day (March 8<sup>th</sup>), Prevention of Violence Against Women Week December 6<sup>th</sup> Day of Action and Remembrance on Violence Against Women, Walk-a-Mile in her Shoes, Take Back the Night and other related public education campaigns.

## **Skills & Experience**

### **Education & Experience**

- Degree or certification in counselling, social/human services or a related discipline or a combination of education and experience, including ECE
- Qualified staff will have participated in related continuing education through workshops, conferences or extension programs
- An in-depth understanding of systemic discrimination facing women and the dynamics of violence against women
- Two years of recent experience in the field of working with children/youth in a supportive/counselling position
- Experience in group facilitation
- Current Basic First Aid Certification (OFA Level 1 or equivalent) or willingness to obtain.
- Computer proficiency in Microsoft Office, including word, excel and power point.
- Candidate must have reliable vehicle, a valid BC Driver's License and be willing to carry appropriate vehicle insurance.

### **Skills**

- Strong time management, organizational and problem solving skills
- Strong communication skills; both written and verbal
- Strong personal interaction skills; listening, crisis management
- Strong independent and collaborative problem solving skills
- Positive stress management skills

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- Sound understanding of the impact of violence on children who have witnessed abuse
- Knowledge and experience of assessment, planning, implementation and evaluation strategies
- Knowledge, understanding and awareness of various parenting issues, styles, and strategies
- Sound understanding of Child Protection Legislation and its requirements
- Knowledge and understanding of the socio/economic and political conditions from which violence against women stems
- Ability to develop and implement creative effective interventions to address the needs of children who have witnessed abuse

### **Personal Characteristics**

- A passion to make a difference in the lives of women and children in our communities
- Skilled at preventing and resolving conflict amongst clients and/or staff - motivated to keep all internal communications healthy, respectful and productive
- A team player willing to work with others toward fulfillment of organizational objectives  
Good self-awareness skills (including self-care, burnout prevention and boundaries) and an ability to selfregulate
- Excellent listening skills and provides appropriate feedback when necessary
- Ability and willingness to learn and to be a creative problem-solver. Flexible when situations change, adaptable to new technologies, and able to work in diverse environments

### **Rate of Pay**

TBD