



JOB DESCRIPTION
PART TIME RESIDENTIAL COUNSELLOR

JOB CLASS: Part Time Residential Counsellor

ACCOUNTABILITY: Reports directly to the Supervisor of Residential Services

SALARY GRID: Bargaining Unit Position

SCHEDULE – Saturday and Sunday - Midnights

JOB SUMMARY:

The Part Time Residential Counsellor is a cooperative member of the Chatham Kent Women's Centre Inc. which includes continuous improvement while providing support to domestic violence victims and their children in Chatham-Kent.

The Part Time Residential Counsellor supports the delivery of services from a feminist perspective to support and advocate on behalf of the homeless.

The Part Time Residential Counsellor is expected to have full knowledge of, and to follow the Agency Personnel Policies & Procedures of the Chatham Kent Women's Centre Inc. while maintaining client confidentiality.

QUALIFICATIONS:

- Post-secondary education in Social Services or related field of study;
- Two years working experience in a Social Service agency;
- Bilingualism in both official languages is an asset;
- Must be community minded with excellent public relations skills;
- Strong working knowledge of MS Office Products;
- Must produce an approved Police-Vulnerable Sector check;
- Current CPR and First Aid certification required.

PRIMARY DUTIES AND RESPONSIBILITIES:

Duties & Responsibilities:

- Conduct and record routine security checks of the building and property;
- Provide back-up assistance to Residential Counsellors as required;
- Respond to crisis and support calls;
- Provide daily individual counselling and support to residential clients;
- Complete risk assessments with residential, non-residential and potential clients;



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- Complete intake with women seeking admission to the Chatham Kent Women's Centre;
- Complete intake, exit strategy plans and discharge forms and procedures;
- Develop and provide safety planning with clients and/or potential clients;
- Provide appropriate community resource information for non-residential and residential clients;
- Provide advocacy, support and referrals to clients;
- Report suspected or disclosed child abuse to Chatham-Kent Children's Services and notify the Executive Director and/or the immediate supervisor;
- Assist with general residential operating tasks as required.

HOW TO APPLY

- Please email Cover Letter and Resume to the Executive Director at karenhu@ckwc.org and quote **comp # 2021-228(2)** in the subject line.
- Only those selected for an interview will be contacted.