



## **HAIDA GWAII SOCIETY FOR COMMUNITY PEACE**

### **Job Description**

### **Peace Program Coordinator**

**Classification:** Children Who Witness Abuse Counsellor

**Hours:** Part-time 18.5 hours per week

**Rate of Pay:** \$31.87 to \$36.83 (Para-professional Wage Grid Level 13)

**Start Date:** Oct 22, 2020

**This position requires Union membership; accepted applicant will need to join BCGEU.**

**The employee is NOT required to use her automobile in the performance of her duties.**

#### **Program overview:**

This program provides individual and/or group counselling for children male or female ages 3 to 18 who have experienced sexual assault, violence or abuse.

#### **Job Summary:**

- Assesses client for suitability for service
- Counsels and provides emotional support to children who have witnessed domestic abuse, violence and or threats using techniques such as active listening, conflict resolution, and psycho-education.
- Assesses needs and provides support, information and referrals for caregivers by questioning client, visual clues, referral from police, caregiver, teacher or other confidential means
- Provides counselling for child's family members individually or in-group using techniques such as active listening, conflict resolution and psycho-education; while providing emotional support.
- Develops and maintains good relationships with other service providers and schools in Masset, Old Massett and Port Clements
- Develops and delivers relevant public awareness/information sessions
- Develops promotional and educational support materials for the program.
- Assists in the development and implementation of program operating policies and procedures by drafting policies and submitting them to Administration for editing with final approval through the Board of Directors.
- Record keeping and security of program records
- Provides monthly program statistics and reporting.
- Work in conjunction with the Executive Director to maintain approved program budget.

- Performs other related duties as required

**Skills and Abilities:**

- Maintains strict standards of confidentiality, as well as ethical and professional boundaries.
- Strong oral and written communication skills, includes public speaking skills.
- Basic computer skills
- Open to giving and receiving constructive criticisms, able to self-reflect and process feedback constructively.
- Proactive in the pursuit of relevant training and development.
- Demonstrate ability to work well within a team dynamic and manage stress under pressure.
- Works in a flexible self-directed manner with minimal supervision.

**Qualifications:**

- Training and education in a directly related field including family systems and child development theories (e.g. undergraduate degree in a related field and PEACE Program Certificate (formerly CWWA), Early Childhood Education Certificate or other applicable Post-Secondary Education).
- Must have sound knowledge and understanding in the area of violence against women and children from an intersectional feminist perspective.
- Background and skills should include a minimum of 2 years of recent supervised children's counselling,
- Or an equivalent combination of education, training and experience.
- Other assets would be: Art and play therapy experience; direct counselling experience with women who have experienced abuse; Analysis, knowledge and training in trauma counselling. Knowledge of First Nations Culture and Haida Gwaii communities.
- A satisfactory Criminal Record Check is required.
- We would encourage Aboriginal applicants to apply.

For complete job description please contact:

[ea.hgspeace@massett.ca](mailto:ea.hgspeace@massett.ca)

**To be considered, please submit cover letter, resume and 2 current job references by noon 12pm, Monday October 19, 2020 \*\*DEADLINE EXTENDED TO NOV 16, 2020**

**email:** hgspeace@massett.ca

**mail:** Haida Gwaii Society for Community Peace, P.O. Box 811, Masset, B.C. V0T 1M0

**hand deliver:** 2132 Collison Avenue, (across from the library)