



## **Internal/External Job Posting**

**Position:** Sexual Assault Response Counsellor

### **Islanders Working Against Violence**

**Hours of Work:** P/T 12 Hours/week

**Start Date:** Dec 2021

**Worksite:** IWAV Admin Office

**Responsible to:** Program Manager

**Classification:** Adult, Youth And/or Child Counsellor

**Grid Level:** JJEP Wage Grid 14, Paraprofessional

#### **Summary:**

Under the direction and supervision of the Program Manager, the Sexual Assault Counsellor will provide ongoing counselling support to sexual assault survivors who are 13 years of age or older. This program will be for adult women (inclusive of cis, non-binary and trans women) and youth of all genders. This service will respond to both recent and past sexual assault.

The counsellor will work from a trauma informed and client centred perspective with survivors of sexual assault. The counsellor will assess client's needs and develop and implement counselling plans using a variety of therapeutic counselling techniques. The counsellor will be responsible for case management of clients and will work with individuals and small groups. The counsellor will provide clients with skill building practices.

These services are available to eligible clients from the Southern Gulf Islands (Salt Spring, Pender, Mayne, Galiano and Saturna Islands).

#### **Qualifications: Education, Training and Experience**

##### **Education, training, and experience**

- Bachelor's degree in a related human/social services
- Sound knowledge and understanding in gender-based violence and impacts of sexual assault.
- Training and experience in crisis management and trauma informed practice
- Minimum two years of recent related experience
- Or an equivalent combination of education, training, and experience

## **Job Skills and Abilities**

- Demonstrated teamwork and ability to work collaboratively.
- Ability to work with clients in a way that demonstrates a compassionate, respectful and client centred approach that fosters dignity, individuality, and decision-making process of clients.
- Knowledge and understanding of the impacts of sexual assault, sexualized violence, and gender-based violence.
- Demonstrated understanding, experience, and practice in gender-based violence, particularly through the lens of intersectionality, diversity, and inclusion.
- Ability to work with adult clients with diverse experiences and youths who have experienced sexual assault.
- Excellent oral, written, facilitation and interpersonal communication skills.
- Effective interviewing and assessment skills.
- Excellent conflict resolution skills and experience in crisis intervention
- Demonstrates critical, innovative, and strategic thinking.
- Works in a respectful and cooperative manner with staff and clients
- Clear understanding of measurable outcomes and program tracking
- Excellent time and personal management skills

## **Application Process**

For a complete job description, please visit [iwav.org](http://iwav.org). Cover letters and resumes are to be emailed to Charlie Barteaux, Programs Manager, at [programs@iwav.org](mailto:programs@iwav.org) by position will remain open until filled. This position requires union membership.



## Sexual Assault Counsellor Job Description

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**Worksite:** IWAV Office

**Responsible to:** Program Manager

**Classification:** Adult, Youth And/or Child Counsellor

**Grid Level:** Wage Grid 14, Paraprofessional

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## **Additional Requirements**

- Criminal record check for vulnerable populations
- First Aid/CPR
- Valid BC Driver's license
- Adheres to the philosophy, policies, and procedures of IWAV
- Signs and adheres to Oath of Confidentiality and Code of Ethics

## **Key Duties and Responsibilities:**

- Gathers information relevant to the client's problems by interviewing and observing behaviour, using a variety of inventories, checklists, and questionnaires. Conducts structured analyses of the information gathered to provide assessment of the issues.
- Develops and implements counselling plans and intervention using a variety of therapeutic counselling techniques drawn from theoretical frameworks such as family systems, solution-focused, narrative, psycho-dynamic group work, and advanced counselling techniques to resolve the assessed issues.
- Uses a trauma informed perspective to support survivors of sexual assault or sexualized violence through active listening, debriefing, and validating client's emotions.
- Monitors client's progress and provides follow-up planning.
- Evaluates the effectiveness of counselling plans, reports clients' progress, and discusses case management and related concerns with therapists, social workers, peers, and other professionals, as appropriate and with client consent.
- Provides case management to ensure oversight of client's progress and will provide

information on and refers clients to other IWAV services and community service providers, resources and professionals as required.

- Maintains related records and statistics and provides reports regarding service delivery as required.
- Performs other related duties as required.

### **Accountability**

- Reports to and meets regularly with the Program Manager to discuss the status of the program operations.
- Maintains current knowledge of and complies with IWAV mandate, mission, policies, procedures, standards of practice and collective agreement.
- Maintains strict confidentiality of information gained because of employment with IWAV.
- Alerts the Program Manager promptly of any extraordinary circumstances, including financial, legal, or ethical issues that may arise.
- Ensures child protection concerns are reported as legally required.
- Participates in clinical consultations with a clinical supervisor/consultant as approved by the organization.
- Continue to develop and implement therapeutic skills relevant to counselling survivors of violence.

### **Program Administration:**

- Provides program service delivery to ensure accountability and compliance with contractual and legal obligations.
- Maintains accurate program reporting, documentation and file management systems that comply with IWAV's record keeping guidelines. This will include records management, program statistics, reporting, wait list management and scheduling.
- Ensures program operate in a safe, clean, and welcoming environment.
- Consults with the Program Manager regarding proposed extraordinary expenditures.
- Performs other related duties as required.

### **Community Liaison and Public Relations:**

- Works to develop and maintain strong links and good relationships with other community agencies and service providers to facilitate referrals to the program.
- Develop and maintain strong relationships with related services internally and externally. This will include Outreach, Transition House, PEACE and STV programs, Victim Services, RCMP, Island Health and SSI Community Services.
- Always represents IWAV positively and professionally.