



ann davis transition society

## **Stopping the Violence -Trauma Informed Women's Counsellor - Survivors of Military Based Sexual Misconduct- Job Description**

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**Title:** Stopping the Violence-Trauma Informed Women's Counsellor for Survivors of Military based Sexual Misconduct

**Classification:** STV Counsellor

**Grid:** 14-P

**Reports To:** Counselling Supervisor/ Executive Director

**Hours:** Permanent Part-Time position, 4 days per week (28 hours)

**Location:** Ann Davis Transition Society Hope office

**To Apply:** Please send resume and 2 references to [HR@anndavis.org](mailto:HR@anndavis.org)

### **Position Summary:**

The **Trauma Informed Survivors of Military based Sexual Misconduct Program** is funded by the Ministry of National Defence. It primarily provides essential trauma-based counselling and support for persons who have experienced sexual assault, violence in relationships, and/or childhood abuse. It is aimed at helping those affected move forward from their experiences of violence and abuse, so that they can carry on with their lives in a healthy and constructive manner.

The Stopping the Violence-Trauma Informed Women's Counsellor provides mid-range individual and group abuse counselling. This program does not deal with serious mental health conditions: DID, cults, psychoses nor will the Counsellor offer services of a religious nature. This position would through innovative service delivery by providing expedited access to trauma-informed clinical counselling, group services, internal and external referrals for those who identify as impacted or affected by sexual misconduct. This position is unionized and requires a mandatory membership with the BCGEU.



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### **Job Duties and Responsibilities:**

To perform the job successfully the Stopping the Violence-Trauma Informed Women's Counsellor must be able to consistently perform each essential duty satisfactorily. Other related duties may be assigned. Provide individual and group counselling to local defense community through innovative service delivery by providing expedited access to trauma-informed clinical counselling, group services, internal and external referrals for those who identify as impacted or affected by sexual misconduct.

- Work with members of the defense community who have experienced any form of trauma, violence, abuse, or threats. Facilitate women's understanding of the impact of the trauma,
- focusing on the behavioral, emotional, cognitive, and physical consequences of the abuse, and foster development of personal coping skills.
- Provides individual and group counselling to clients from a feminist and trauma-based perspective using techniques such as counselling and self-skill.
- Provides individual and group-based psycho-educational counselling for survivors of childhood trauma and abuse and/or relationship violence.
- Maintains accurate up-to-date records, including documentation of all client contacts, case notes and referral records and case consultation notes.
- Develop and implement therapeutic programs necessary to meet goals.
- Assists the Counselling supervisor to manage and develop the program, including but not limited to managing waitlist, collecting, and reporting monthly statistics.
- Consults, networks, and liaises with community agencies and professionals to maintain up-to-date information on available resources, and to maintain positive community relations and build mutually beneficial partnerships.
- Develop and implement therapeutic program necessary with multiple approaches (i.e. EMDR, OEI, other mainstream modalities)
- Provides support and information to clients to develop and strengthen their support and social network beyond the counselling relationship.
- Facilitates the self-development and skill development of clients by identifying, recruiting and developing appropriate resources and supporting youth participation in developmental activities: i.e., life skills, work placement, academic study, community services.
- Provides direct intervention with the clients when required.



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- Counsel from a feminist perspective addressing such issues as societal structures and values.
- follow Society personnel policies.
- Records kept in a professional manner up to policy/CARF standards.
- Maintain strict confidentiality of client information.
- Acquire knowledge of community resources and referral process; become thoroughly familiar with Ann Davis programs to make referrals.
- Attend and participate in staff meetings, case conferencing, and clinical supervision.
- It is expected that staff will, at least once a year, voluntarily help with a Society fundraising activity.
- Facilitation and/or co-facilitation of various psychoeducational groups.
- Facilitates open communication within the case management team.
- Contributes to regular reporting procedures, including ongoing case notes, incident reports, monthly progress summaries and exit reports.

### Skills and Knowledge

- Understanding of and working knowledge of the Family Law Act 2013
- Excellent understanding of violence against women's issues both within dominant and non-dominant cultures
- Strong understanding and commitment to Ann Davis Transition Society Mission, Vision, and Values
- Firm commitment to working from a feminist perspective, providing women centered, trauma informed and client centered approach and a pro-choice stance.
- Comprehensive understanding of social services and resources in the Fraser Valley and how to access them.
- Strong listening skills, written and oral communication skills including public speaking skills required.
- Demonstrated ability to clearly communicate information to others (i.e., case notes, reports and statistics)
- Demonstrated ability to provide crisis intervention and support.
- Demonstrated ability to support people through their journey toward healing and independence, through providing individual and group counselling and referrals as needed.
- Strong knowledge and experience of providing service in an integrated case management team environment.
- Demonstrated ability to work with diverse clientele, and cultural competency.



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- Demonstrated ability to work both independently and as part of a team and with referring authorities.
- Strong computer skills, including Microsoft Outlook, Office 365, Excel, Online applications, online resource/research skills.
- Knowledge and experience with case recording practices.
- Thorough knowledge of abuse issues and impact.
- Understanding of substance misuse and Mental Health diagnosis.
- Knowledge of feminist theory and practice.

**Competencies:**

- Excellent interpersonal and communications skills.
- Staff act as role models, businesslike dress code, good boundaries and other professional and ethical behaviors are expected.
- Strong organizational and time management skills.
- Able to work efficiently with minimal supervision while contributing as a team member.
- Well-developed written and verbal communication skills.
- Ethical standards as laid out by governing body (RCC etc.), adhere to ADTS policies Practice professional boundaries.
- Ability and willingness to work cooperatively with management.
- Utilize de-briefing opportunities with ADTS staff and management.
- Attention to own personal needs, stress management, emotional health.
- Demonstrate a sensitivity and understanding of the client population's socio-economic characteristics.
- Have the ability to work with any client that is referred.
- Have the ability to work with values and behaviors that are very different from those of the employee.
- Ensure that personal values and beliefs are not insinuated, promoted, or imposed on the clients.
- Have a positive conviction about the capacity of people to grow and change.
- Demonstrated ability to work constructively and cooperatively in a team setting.



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### Qualifications:

The requirements listed below are representative of the knowledge, skill, and/or ability required to perform each essential duty satisfactorily.

- Master's degree in counselling psychology or a related field
- 2 years' experience providing individual and/or group counselling to assist women in understanding and coping with the effects of the cycle of abuse and family violence
- A combination of education and experience providing the required skills and knowledge related to the delivery of services and advocacy for women and children victims of family violence.
- Trauma Informed Care training and experience
- Thorough knowledge of abuse issues and impact.
- Understanding of substance misuse and Mental Health diagnosis.
- Knowledge of feminist theory and practice.
- Demonstrated ability to work constructively and cooperatively in a team setting.
- Excellent communication and interpersonal skills.
- Knowledge and experience with case recording practices.

Note: We conduct primary source verification of applicant's credentials including education, training, work history, and licensure. Only applicants that have been shortlisted will be contacted.

### STATEMENT OF DIVERSITY

The Ann Davis Transition Society, as an award winning and leading non-profit organization, respects diversity and fosters social inclusion. We strive to deliver inclusive service, affirming the dignity of those we serve regardless of heritage (race, ethnicity, culture, nationality, linguistic origin, place of origin, citizenship, color, ancestry), education, beliefs, creed (religion, faith, spirituality), gender, gender identity, age, sexual orientation, physical or mental health, physical or cognitive capabilities, socio-economic status and political belief.

*The Stopping the Violence-Trauma Informed Women's Counsellor will follow the Code of Ethics and the Mission Statement of the Ann Davis Transition Society.*



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