



Haida Gwaii Society for Community Peace  
 Tlaa Juuhldaa Naay Transition House  
*Place of Change*

Box 811 2132 Collison Avenue  
 Masset, Haida Gwaii, B.C. V01 1M0  
 Phone: (250) 626-4664 Fax: (250) 626-4662  
 www.hgpeace.ca

<b>Job Title:</b>	PEACE Child and Youth Program Coordinator	<b>Reports To:</b>	Executive Director
<b>Location</b>	Masset, BC	<b>Position Type:</b>	Permanent Part-Time
<b>Level/Salary Range:</b>	Classification: Children Who Witness Abuse Counsellor JEP Paraprofessional Wage Grid Level 13-P <b>\$37.18 - \$48.04 /hour</b>	<b>Position Hours:</b>	18.5 hours/ week Guaranteed base position (Monday-Tuesday-Wednesday 11am-4pm, Thursday 9am-12:30pm) Additional hours to be scheduled as funding permits
<b>Date Posted:</b>	18 September 2024	<b>Posting Expires:</b>	October 30, 2024
<b>Applications Accepted By:</b>			
<b>FAX OR E-MAIL:</b> (250) 626-4662 or <a href="mailto:ea@hgscp.ca">ea@hgscp.ca</a> Subject Line: PEACE Program Coordinator position <b>Attention:</b> Executive Director		<b>MAIL:</b> Box 811 2132 Collison Avenue Masset, BC V0T 1M0	
<b>Job Description:</b> This program provides individual and/or group counseling for children male or female ages 3 to 18 who have experienced sexual assault, violence or abuse.			
<b>ROLE AND RESPONSIBILITIES</b>			
<ol style="list-style-type: none"> <li>1. Provides program service needs assessment by questioning client, visual clues, referral from police, caregiver, teacher, or other confidential means.</li> <li>2. 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 psychoeducation.</li> <li>3. Assesses needs and provides support, information, and referrals for caregivers by questioning clients, visual clues, referral from police, caregivers, teacher, or other confidential means.</li> <li>4. Provides counseling for child's family members individually or in-group using techniques such as active listening, conflict resolution and psychoeducation, while providing emotional support.</li> <li>5. Develops and maintains good relationships with other service providers and schools in Masset, Old Masset, and Port Clements</li> <li>6. Develops and delivers relevant public awareness/information sessions.</li> <li>7. Develops promotional and educational support materials for the program.</li> <li>8. 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.</li> <li>9. Record keeping and security of statistics and reporting.</li> </ol>			



10. Work in conjunction with the Executive Director to maintain an approved program budget.
11. Performs other related duties as required.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

1. Training and education in a directly related field including family systems and child development theories (e.g., Undergraduate degree in a related field and Children Who Witness Abuse Certificate, Early Childhood Education Certificate, or other applicable Post-Secondary Education.)
2. Must have sound knowledge and understanding in the area of violence against women and children from a feminist perspective.
3. Background and skills should include a minimum of 2 years of recent supervised children’s counseling, or an equivalent combination of education, training, and experience.
4. Other assets would be Art and play therapy experience, direct counseling experience with women who have experience abuse, analysis and knowledge and training in trauma counseling, Knowledge of First Nations Culture and Haida Gwaii communities.
5. A satisfactory criminal record check is required.

**PREFERRED SKILLS**

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

**ADDITIONAL INFORMATION**

- This position requires union membership with BCGEU General Services
- This position is not required to use their vehicle in the course of their duties.

Reviewed By:	CSSEA, HGSCP BOD, ED	Date:	March 2, 2023
Approved By:	HSGCP Board of Directors	Date:	March 2, 2023
Last Updated By:	HGSCP Executive Assistant	Date/Time:	September 18, 2024