**North East Outreach and Support Services, Inc.**

*\*Under New Management*

Job Posting Competition #: N0324-001

**Personal Violence Counselor – FT Perm**

Posting date: March 1, 2024

Closing date: March 16, 2024

*Our Mission: North East Outreach and Support Services enhances the safety and wellness, and nurtures personal growth of individuals and families in crisis in Saskatchewan.*

**Summary:**

The Personal Violence Counselor reports to the Outreach Manager and responsible for 80% client care, 20% Administrative and Community Relations work. Candidate is an enthusiastic, positive, dynamic professional able to multitask with standard office equipment and computer software and is skilled with human services training, competent knowledge of and empathy for victims of interpersonal violence and other related duties as required.

**Responsibilities**

80% Client Care:

* Case management, safety planning, referrals & advocacy
* Crisis Interventions
* Outreach to outlining communities and transportation to safety if required
* Answering the Crisis Line
* Group Facilitation

20% Administrative Duties and Community Relations

* Client file management, data collection and documentation
* Office duties and attend community based meetings
* Assist with program development
* Assist with measuring program outcomes
* Organizing events and non-monetary donations
* Delivering community presentations and promote awareness
* Facilitate and deliver programming

Expectations:

* Follow a strict code of confidentiality at all times
* Adhere to agency policies and procedures
* Work independently and in a team atmosphere in accordance with agency philosophy, mission and goals
* Complete administrative documentation related to duties including outcome measurements, statistics, report writing, timesheets and expense claims
* Maintain professional and ethical boundaries
* Be non-judgmental, respectful, empathetic to clients’ needs and be a healthy role model,
* Participate in community awareness initiatives and training as directed.
* Complete required training within 30 days of hire:
  + Crisis Line and CPR/First Aid

**Qualifications**

* Must have at minimum a Bachelor’s degree in social work, psychology, or other human service field or a combination of training and experience.
* Knowledge of crisis intervention and management, demonstrated knowledge and training in interpersonal violence and sexual violence are an asset.
* Experience and knowledge of counselling methodologies such as feminist theory, strength based approach, and Art Therapy.
* Experience in group facilitation and youth work.
* Ability to manage and prioritize multiple tasks.
* Excellent interpersonal, written and verbal communication skills.
* Must be prepared to provide criminal record vulnerable sector check.
* Possess valid driver's license and access to a reliable vehicle required.
* Ability to work flexible hours including some evenings/weekends
* Preference given to applicants living within the service area of North East Outreach and Support Services, Inc. (Melfort, Tisdale, Nipawin)

Salary Range: $28.22 – $34.37 hourly range; salary range $51,356 - $62,555 per annum.

35 hour work week, pension and benefits following successful 3 month probation.

**To apply:**

Send cover letter specifying competition number and CV or Resume with three references via email with to:

Tracey Zwozdesky, Outreach Manager

tzwozdesky@neoss.ca

North East Outreach and Support Services, Inc.

124 McKendry Ave West

Melfort, SK S0E 1A0

Only qualified candidates legally entitled to work in Canada will be contacted for interviews.