



## Employment Opportunity

We are inviting applications for a  
**PEACE Child and Youth Counsellor (Armstrong/Enderby) Permanent Part-Time**

**Posting:** #2020-02  
**Posting date:** March 5, 2020  
**Hours of work:** 14 hours per week, Monday and Tuesday  
**Submission Deadline:** Open until filled  
**Submit resume to:** [hr@archwaysociety.ca](mailto:hr@archwaysociety.ca)

### **Our Mission:**

*We are leaders in empowering women, children and families to live with dignity and respect, free from domestic and sexual violence.*

### **Our Vision:**

*We will have a strong team working in a well-resourced environment that supports the development and empowerment of women in our community. We will be a leader in ending abuse for everyone in the North Okanagan.*

Archway Society for Domestic Peace provides a wide range of supportive services for survivors of domestic and sexual violence. We provide shelter, counselling, child and youth advocacy, outreach services, and collaborative community projects. We strive to retain a grassroots atmosphere of women helping women. Our work environment is casual and based on a commitment to participatory and collaborative team work.

### **Job Summary:**

The PEACE Child and Youth Counsellor provides counselling, education and advocacy support to children who have experienced domestic violence. The PEACE Child and Youth Counsellor also provides emotional and parenting support for parents regarding the impact on their children of experienced violence.

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

- A Bachelor's Degree in a related human / social services field.
- Two years recent related experience providing one-on-one and group counselling to children.
- Specific education and experience in the area of trauma counselling.
- Demonstrated knowledge of the impacts of witnessing violence and the dynamics and impacts of violence against women and children.
- Demonstrated skills and ability to work from a feminist perspective.

An equivalent combination of education, training and experience may be considered.

### **Skills and Abilities**

- Excellent oral, written and interpersonal communication skills.
- High level of critical thinking and professional judgement.
- Strong interviewing and assessment skills.
- Demonstrated knowledge of violence against women and the impact of children experiencing

abuse.

- Strong cultural competency and socially inclusive practice.
- Demonstrated ability to facilitate groups and presentations for children, youth, parents.
- A high level of tact, diplomacy and professionalism.
- A high level of discretion and adherence to privacy legislation and policy.
- Demonstrated ability to problem solve.
- Proficient in basic computer applications, including Microsoft Office and client databases.
- Excellent time and general management skills.
- Ideal characteristics for position include: articulate, personable, flexible, compassionate, tactful.
- Understanding of and demonstrated skills and ability to work from a feminist perspective.

### ***Key Responsibilities and Duties:***

#### **Client Service**

- Interviews clients, prepares case histories, assesses problems and outlines services provided by the PEACE Child and Youth Counsellor and other relevant Archway Society services.
- Assesses the safety of clients and supports clients in reducing safety risks.
- Assesses the impact of experiencing abuse on the child, the group readiness of the child and the support needs of the abused parent.
- Develops and conducts psycho-educational support groups for children.
- Conducts individual counselling to clients and/or individual members of his/her family using techniques such as active listening, conflict resolution and psycho-education; provides emotional support.
- Provides emotional and parenting support and referral services for parents.
- Conducts post-group interviews with children and/or their families. Recommends follow-up services where necessary and makes appropriate referrals.
- Participates in or initiates case conferences with other professionals as required. Reports and discusses case planning and concerns to therapists, social workers and others as required and within the confines of confidentiality policies.

#### **Program Administration**

- Ensures health and safety standards are maintained. Reports any related concerns to the Community Programs Manager.
- Prepares written reports and/or database recordings regarding client contact and progress according to Records Management Guidelines and agency policy and ensures safe secure storage of client records. Ensures that all required documentation is complete and accurate.
- Completes monthly and quarterly statistical reports as requested by the Community Programs Manager.
- Operates within the financial limitations as defined by budget guidelines for the program.
- Maintains employment records such as Time Sheets, Mileage Reports and Professional Development forms and submits them to the Community Programs Manager in a timely fashion.

#### **Organizational Role**

- Participates and contributes as a member of Archway Society for Domestic Peace staff team.
- Participates and contributes as a member of the Community Programs Peer Supervision group.
- Ensures that activities adhere to the program standards, philosophies, policies, procedures and Code of Ethics of the Society.

- Participates in professional development through workshops, in-service training, etc.
- Maintains current knowledge of issues and resources related to abuse and violence.

#### **Community Role**

- Represents the Society positively and professionally in the community.
- Identifies community resources that will meet client needs and refers as appropriate. Provides liaison with other agencies and professionals as required.
- Participates on community and agency committees related to the issue of children who experience abuse and violence against women in relationships, with the approval of the Community Programs Manager.
- Conducts school-based programming, presentations and public awareness activities about the PEACE Program, the services provided, and the impact of children experiencing violence.

#### **Other**

- Performs other related duties as required.

#### **Additional Information**

This position requires:

- A criminal record clearance for work with vulnerable persons.
- Membership with the BC Government and Service Employees' Union.
- A valid driver's license and availability of a personal vehicle in good operating condition for work purposes.

#### **To Apply:**

Please submit resume with cover letter to [hr@archwaysociety.ca](mailto:hr@archwaysociety.ca) quoting **Competition #2020-002** in the subject line. While we appreciate all applications, only candidates selected for an interview will be contacted.