

Position Title: **Family Violence Counsellor**

Program/Service: Community Development

Labour Class:

Union: MAHCP

Date: 2023 – updated from 2019

Education/Training Required:

1. Bachelor of Social Work degree required, graduate degree preferred.
2. Active Practicing registration with the Manitoba College of Social Workers as RSW.

Position Summary:

- A. Counselling and Support
- B. Program Development, Promotion and Delivery
- C. Interagency Networking
- D. Quality Improvement and Patient Safety
- E. Integration, Collaboration & Teamwork

Responsibilities:

- A. Counselling and Support
 - a. Obtains psychosocial and health history / performs intake per program criteria and standards of practice.
 - b. Performs clinical assessments and safety planning as required.
 - c. Provide individual and group counselling to immigrant women who have experienced domestic violence and / or trauma in their home country.
Uses therapeutic models of counselling as required i.e. Motivational Interviewing, Cognitive Behaviour Therapy, Trauma informed care, based on assessments.

- d. Use language interpreting services as required.
 - e. Responsible for carrying an active client case load as required.
 - f. Provides advocacy and referrals to both internal and external service providers.
 - g. Supports women with obtaining Protection Orders.
 - h. Provides outreach to designated agencies to support hard to reach immigrant women as required (i.e., Resource Centres).
 - i. Collaborates effectively with clients, families/caregivers, providers and community agencies as needed per PHIA and The Protecting Children Information Sharing Act.
 - j. Ensures timely and accurate documentation of client encounters and document / task management using EMR per documentation standards to ensure continuity and safety of client care.
 - k. Provides coverage for social work intake on a rotational basis as part of the broader social work team at NorWest Co-op.
- B. Program Development, Promotion and Delivery
- a. Responsible for planning and delivery of innovative programs related to immigrant women's issues in the areas of:
 - Domestic violence
 - Trauma and Abuse
 - Healthy Relationships
 - Adjustment to Canadian culture.
 - b. Collaborates with program team members and Coordinator on innovative harm reduction/ educational programming including resource acquisition, scheduling, outreach, presentations, group facilitation, and promotion.
 - c. Collaborates in the development and coordination of innovative promotional strategies and educational resources for the program as required to be used at community events, schools, presentations, agency contacts and online social media channels.

- d. Attends and/ or chairs related program planning and evaluation team meetings to determine and develop as needed data collection and evaluation tools (Surveys, validated screening tools).
- e. Responsible for the ongoing monitoring and data collection as required to meet funding requirements and standards of care i.e., financial statements, yearly reports, statistics.

C. Interagency networking

- a. Actively seeks out and maintains interagency and community resources and partnerships to support immigrant women and youth in the areas of domestic violence, healthy relationships and trauma.
- b. Participates on related interagency immigrant committees and family violence prevention initiatives.
- c. Promotes IWCS Program to community partners and related agencies.
- d. Acts as a resource to all NorWest programs and the community.

D. Quality Improvement and Patient Safety

- a. Ensure client/customer centered approach to care
- b. Participate in QI and Patient Safety initiatives
- c. Ensure ethical conduct and practice in daily work
- d. Ensure accurate and timely data/statistical collection and reporting
- e. Ensure confidentiality of all client information per PHIA
- f. Ensure confidentiality and privacy of Staff, Volunteers and Board members per PIPEDA
- g. Ensure use of evidence-based practice in daily work
- h. Use respectful communication and approach with clients and staff
- i. Actively participate in program development and evaluation as required
- j. Responsible to prepare for and engage in supervision and participates in debriefing as required.

E. Integration, Collaboration & Teamwork

- a. Ensure daily collaborative approach and teamwork
- b. Actively participate on designated team meetings
- c. Actively participate on designated internal committees and projects
- d. Support student development and mentorship as required
- e. Communicates/shares relevant information with team members in a timely and appropriate manner

Experience Required:

- A. Minimum two years supervised in-person counselling experience in domestic violence.
- B. Demonstrated knowledge of Motivational Interviewing strategies and Cognitive Behaviour Therapy.
- C. Thorough knowledge of issues involved in spousal abuse, cycle of violence and impact.
- D. Experience working with diverse cultures and economic backgrounds, multi-barrier individuals with complex needs with mental health, trauma and addictions.
- E. Fluency in another language an asset.
- F. Demonstrated competence in risk and clinical assessment.
- G. Demonstrated experience in program planning and group facilitation.

Personal Qualifications/Characteristics Required:

- A. Strong counselling and communication skills.
- B. Strong problem-solving skills and ability to use own initiative when necessary.
- C. Knowledge of community resources, harm reduction strategies and community development principles.

- D. Empathetic, non-judgmental approach.
- E. Keeps all organizational/business information confidential.
- F. Actively seeks out learning opportunities.
- G. Accountability to individual, team, and organizational workload/deadlines.
- H. Up to date knowledge of Mission, Vision, Values, Strategic Priorities and Team Objectives.
- I. Up to date IT / social media use and knowledge of MS Office; EMR experience an asset.
- J. Valid Driver's License and Access to a Vehicle.
- K. Subject to Police Records Check (including vulnerable persons).

Licenses/Registrations:

Registration with the Manitoba College of Social Workers (RSW).

Approval:



Executive Director

November 2023

Date