

**Position:** Community Counsellor – Full Time Permanent  
**Reporting to:** Manager of Community Services  
**Posting Date:** November 2, 2018  
**Start Date:** November 19, 2018  
**Hours of Work:** 40 hours per week  
**Salary:** \$22.84 - \$23.89 per hour

**Position Summary:**

The Community Counsellor is responsible for providing professional casework, delivering crisis and support services, advocacy and referral services to women and their children who have experienced abuse and/or sexual assault. The Community Counsellor will demonstrate a commitment to the provision of excellent client services and contribute to a respectful, productive work environment at Cornerstone.

Upon request Cornerstone will provide reasonable accommodation for disabilities to support participation of candidates in all aspects of the recruitment process.

**Qualifications:**

- Hold a degree in the Social Sciences and have related work experience
- Solid understanding of issues related to family violence
- Solid understanding of the links between violence, trauma, attachment, addictions and mental health
- Excellent written and verbal communication skills
- Proven ability to work co-operatively as part of a team
- Relevant knowledge of local community and social services
- Knowledge of casework, Motivational Interviewing principles, the Comprehensive Continuous Integrated Systems of Care model of service provision and harm reduction principles
- Excellent interpersonal skills
- Sound knowledge of community agencies and relevant legislation
- Strong analytical/critical thinking skills and sound judgment
- A clear understanding of group dynamics
- Proven ability to facilitate groups
- Basic First Aid and CPR certification

The Job Description for this position is available on our website at:

[www.cornerstonenorthumberland.ca](http://www.cornerstonenorthumberland.ca).

If you are interested in the above position, please forward cover letter and resume by 5:00 p.m. on November 9, 2018 to Jane Lang at: [jlang@cornerstonenorthumberland.ca](mailto:jlang@cornerstonenorthumberland.ca). Only applicants being considered for an interview will be contacted. No follow up telephone calls or emails please.

## ***Job Description***

---

### **COMMUNITY COUNSELLOR**

**Reporting to:**           **Manager of Community Services**

**Location:**             40 Swayne Street  
Cobourg, ON

#### **Purpose of the Position**

The Community Counsellor is responsible for providing professional casework, delivering crisis and support services, advocacy and referral services to women and their children who have experienced abuse and/or sexual assault. The Community Counsellor will demonstrate a commitment to the provision of excellent client services and contribute to a respectful, productive work environment at Cornerstone.

#### **Summary of Duties and Responsibilities**

1. Casework & Supportive Counselling

- Provide professional casework, counseling, advocacy and referral services to women and their children in a confidential manner
- Provide safety assessment and risk management strategies to clients
- Co-ordinate and/or facilitate a variety of groups for women who have experienced abuse
- Respond to telephone requests ranging from general information inquiries, to supportive and crisis counseling
- Facilitate client accompaniment to court, police, hospitals, etc., where appropriate and when possible

2. Administration

- Collect and maintain accurate service statistics;
- Maintain appropriate and accurate file documentation;
- Respect the confidentiality of client files, subject to legal and policy parameters;
- Write letters and reports regarding clients' files as required;
- Attend staff and team meetings;
- Participate in committees as requested;
- Participate in staff development/training;
- Assist with on-the-job training of new staff, students and volunteers;
- Contribute to maintaining security, fire, and health and safety standards.

### 3. Community Relations

- Collaborate with community agencies;
- Perform public speaking engagements, promoting public awareness of domestic violence issues as requested

### 4. Other

- Assist/support co-workers within a team model
- Perform other duties as assigned
- The nature of the position requires that the employee have a valid driver's license and unlimited access to a vehicle
- Ensure that work performance and behaviour is compliant with the Ontario health and Safety Act

### **Effort to Meet These Responsibilities**

- That diplomacy and tactfulness be used at all times;
- That schedules/deadlines are met as needed;
- That emergency/crisis situations are managed with clear and swift decisions;
- That there is some flexibility in work hours to respond to client need;
- Occasional extended hours;
- Physical exertion from time to time, generally light to medium weight, unassisted;
- Work area is primarily the Women's Resource Centre and Satellite Community Counselling Offices;
- That travel is required;
- That the hours of work are primarily day shifts;
- That there is occasional additional time, outside of shifts, as required for training, committee work, supervision and/or client follow-up;
- The use of office machines/equipment including a variety of computer programs;
- Good time management skills;
- That all responsibilities be performed in keeping with the philosophical framework set out in the Mission Statement of Cornerstone.

### **Working Conditions**

The clients and the nature of the Cornerstone program present possible exposure to:

- Infectious diseases
- Verbally and physically abusive behavior from clients
- Possible threat from client partners

The physical nature of Cornerstone provides:

- Busy, sometimes noisy environment;
- Shared office space;
- Shared program space;
- Limited personal space;

### **Skills & Knowledge Required**

- Hold a degree in the Social Sciences and have related work experience
- Solid understanding of issues related to family violence
- Solid understanding of the links between violence, trauma, attachment, addictions and mental health

- Excellent written and verbal communication skills
- Proven ability to work co-operatively as part of a team
- Relevant knowledge of local community and social services
- Knowledge of casework, Motivational Interviewing principles, the Comprehensive Continuous Integrated Systems of Care model of service provision and harm reduction principles
- Excellent interpersonal skills
- Sound knowledge of community agencies and relevant legislation
- Strong analytical/critical thinking skills and sound judgment
- A clear understanding of group dynamics
- Proven ability to facilitate groups
- Basic First Aid and CPR certification