

Intake & Brief Services Counsellor

Full-Time Permanent

About Us

Cornerstone Family Violence Prevention Centre is an accredited violence against women agency working to end gender-based violence by providing accessible, compassionate, and best-practice-modeled programs and services inclusive of shelter, counselling, housing support, and prevention through a support system that inspires hope, creates safety, and fosters resilience. Our services provide a range of options and entry points, helping women gain the right kind of support at the right time in their journey. All services are free, confidential, woman-centered, inclusive, and accepting. All woman-identified individuals are welcome in all our spaces, including cis and transwomen.

The Role

We have an exciting opportunity within our Community Services team for a full-time (35 hours) **Intake and Brief Services Counsellor**. The Intake and Brief Services Counsellor is responsible for providing professional casework, delivering crisis and support services, advocacy, and referral services to women who have experienced abuse and/or sexual assault. This role is responsible for completing intakes, triaging services and providing brief counselling services to women as they enter our Community Services programs. This role includes working to ensure a strong, innovative support system is in place for women and children impacted by gender-based violence in Northumberland County. The position upholds best practices while aligning with the mission, vision, and values of the agency.

Key Responsibilities

- In collaboration with clients, conduct preliminary assessments of clients' needs, triage client service and make appropriate immediate linkages to internal services as required
- Provide individual brief counselling up to a maximum of 6 sessions
- Provide professional casework, advocacy and referral services to women in a confidential manner
- Facilitate the smooth transfer of service to other counsellors, programs or services (internal and external) as required
- Work collaboratively within the direct service team to assess, prioritize and respond to the needs of individual women and children in shelter
- Contribute to an interdisciplinary team to provide support, advocacy and referrals to clients in a confidential manner
- Respond to telephone requests ranging from general information inquiries, information regarding program and services, booking appointments and basic screening regarding immediate crisis needs
- Facilitate client accompaniment to court, police, hospitals, etc., where appropriate and when possible
- Co-ordinate and/or facilitate a variety of groups for women who have experienced abuse

Required Qualifications

- Post-secondary degree or diploma in social work, social services or a related field
- Minimum of 2 years of experience in a direct service capacity
- Comprehensive understanding of issues related to family violence, including a strong understanding of the links between violence, trauma, addictions and mental health, and homelessness
- Proven ability to respond to complex needs of clients in a counselling capacity
- Proven ability to facilitate groups and have a clear understanding of group dynamics
- Openness to learning and applying the following practice frameworks:
 - Motivational Interviewing
 - The Comprehensive Continuous Integrated Systems of Care model of service provision
 - Harm Reduction
 - Family and Intimate Partner Violence within a gendered lens
 - Trauma informed, and
 - Housing First in relation to Violence Against Women
- Strong crisis intervention skills
- Relevant knowledge of local community and social services
- Sound knowledge of relevant legislation
- Superior organizational and time management skills
- Solid written and verbal communication skills
- Excellent interpersonal skills
- Strong analytical/critical thinking skills and sound judgment
- Proven ability to work independently and as part of an interdisciplinary team
- Basic First Aid and CPR certification

What We Offer

- Receive a salary ranging from \$26.11 – \$27.31 per hour
- Ongoing training and professional development
- Competitive benefits package including vacation, sick, wellness, and personal time, employer-paid health and dental coverage, and RRSP contributions.
- Opportunity to be part of a growing organization
- Participate in a culture that is committed to staff wellness and engagement

We encourage interested candidates to forward a resume and cover letter via email to careers@cornerstonenorthumberland.ca before **Friday October 24th, 2025, by 9am**. We thank all individuals for their interest in Cornerstone, only those selected for an interview will be contacted.

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. For more information, or other opportunities, please visit our website at: <https://cornerstonenorthumberland.ca>.