



PEACE Counsellor Job Description

Position: PEACE Counsellor

Worksite: IWAV Office

Responsible to: Program Manager

Classification: Children Who Witness Abuse Counsellor

Grid Level: JJEP Wage Grid 13-P

Summary:

Under the direction and supervision of the Program Manager, the PEACE Counsellor provides individual and group psycho-educational counselling, education and advocacy support to children and youth who have witnessed domestic violence. Eligible participants in the PEACE program are children and youth who are between 3 and 18 years of age and who reside on Salt Spring Island and surrounding areas. The PEACE Counsellor will also provide emotional and parenting support for parents/guardians regarding the impact on their children of witnessing violence. The PEACE program stands for Prevention, Education, Advocacy, Counselling and Empowerment.

Qualifications:

Education, training and experience

- Bachelor's degree in a related human/social service field
- Sound knowledge and understanding in the area of gender-based violence
- Minimum two years of recent related experience
- Or an equivalent combination of education, training and experience

Job Skills and Abilities

- Understanding and experience of the context and impact of intimate partner violence
- Familiarity with child protection legislation and the anti-violence advocacy needs of children
- Demonstrated knowledge and skill in understanding and working with the impact of violence and abuse on children
- Skilled in individual psycho-educational counselling and group process/facilitation techniques; skilled in teaching safety techniques and in providing advocacy services

- Demonstrated approach that is compassionate, respectful and client centered that fosters dignity, individuality and decision making process of clients
- Excellent oral, written, facilitation and interpersonal communication skills
- Effective interviewing and assessment skills
- Effective time management skills
- Ability to work effectively with community services providers
- Excellent conflict resolution skills
- Demonstrates critical, innovative and strategic thinking
- Works in a respectful and cooperative manner with staff and clients

Additional Requirements

- Criminal record check for vulnerable populations
- Adheres to the philosophy, policies and procedures of IWAV
- Signs and adheres to Oath of Confidentiality and Code of Ethics
- Participates in clinical consultation with an external consultant

Key Duties and Responsibilities:

- Interviews clients, prepares case histories and outlines services provide by IWAV. Refers clients to more appropriate programs if needed.
- Assesses the impact of witnessing 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 sessions with the child and/or individual members of the child's family using techniques such as active listening, conflict resolutions and psycho-education; provides emotional support.
- Provides emotional and parenting support and referral services for parents/guardians.
- Conducts post group interviews with children and/or their families. Recommends follow-up services where necessary and makes appropriate referrals.
- Maintains related records, statistics and prepares reports as required.
- court processes and trial procedures and providing court orientation and information on court preparation.
- Maintains current knowledge of issues and resources related to abuse and violence.
- Provides presentations and public awareness activities about services and issues.
- Performs other related duties as required.

Accountability

- Reports to and meets regularly with the Program Manager to discuss the status of the program operations.
- Maintains current knowledge of and complies with IWAV mandate, mission, policies, procedures, standards of practice and collective agreement.

- Maintains strict confidentiality of information gained as a result of employment with IWAV.
- Alerts the Program Manager promptly of any extraordinary circumstances, including financial, legal or ethical issues that may arise.

Program Administration

- Provides program service delivery within the PEACE Program as contracted by the government ministry and adheres to contracted guidelines and reporting schedule.
- Maintains accurate program reporting, documentation and file management systems that comply with IWAV's record keeping guidelines.
- Ensures child protection concerns are reported as legally required.
- Participates in or initiates case conferences with other professionals as required.
- Maintains current knowledge of issues related to intimate partner violence, child development, child abuse, parenting skills, psycho-educations responses, therapeutic trauma response, conflict resolution and resources (local, regional, provincial).
- Continues to develop and implement psycho-education and therapeutic skills relevant to counselling survivors of abuse and violence.
- Consults with the Program Manager regarding proposed extraordinary expenditures and requests for professional development, conference and training opportunities.
- Attends IWAV staff meetings as required.

Program Service Delivery:

- Provides direct client services of program intake, needs assessment, counselling, support and follow-up for children and family members individually or in a group; information and referrals within the context of the contracted service delivery.
- Respects and informs clients of their rights while they are in the program.
- Interview parents/guardians, children and youth to determine the impact on the children/youth who have witnessed violence, program needs and readiness, and to outline services provide in the program and through IWAV.
- Prepares a counselling plan in conjunction with the child/youth and/or parent/guardian.
- Conducts individual psycho-educational counselling with the child and/or individual members of the children's family in such a manner that promotes the process of healing and that teaches the child non-violence ways of resolving conflict.
- Accesses caseload/waitlist for group counselling possibilities. Develops and conducts psycho-educational support groups for children; conducts post-group interviews with children and/or their families; recommends follow-up services where necessary.
- Works cooperatively with other IWAV staff to ensure collaboration between programs, where appropriate.
- Ensures program operate in a safe, clean and welcoming environment.
- Performs other related duties as required.

Community Liaison and Public Relations:

- Works to develop and maintain strong links and good relationships with other community agencies and service providers to ensure a high quality of client care.
- Promotes public awareness of and support for the program by performing duties such as producing and distributing promotional materials and for coordinating and/or attending community events.
- Represents IWAV positively and professionally at all times