

THE COMOX VALLEY TRANSITION SOCIETY
--

<i>JOB DESCRIPTION</i>

Position: Women's Counsellor – Stop the Violence (STV)
Status: Union
Benchmark: Stopping the Violence Counsellor
Grid Level: 14P
Summary: Under the general direction of the Executive Director and under the supervision of the Clinical Consultant provides support and counselling to women who are experiencing, or have experienced abuse. This will be done in an individual or group context. Functions as a team member.

KEY DUTIES AND RESPONSIBILITIES:**A. General**

- Maintains current knowledge of and complies with the Comox Valley Transition Society (CVTS) mission, policies, procedures and standards of practice.
- Maintains confidentiality of information gained as a result of employment relationship with the agency.
- Practices in accordance with the CVTS Code of Ethics
- Practices in accordance with the feminist philosophy as defined by the CVTS.

B. Counselling, Support and Advocacy

- Assesses client's appropriateness for services based on program's mandate and in accordance with established agency standards of practice.
- Works cooperatively with other community agencies in an effort to ensure ongoing awareness and support for the recovery needs of women who have been abused.

Through group and individual work:

- Establishes an atmosphere of safety and trust.
- Facilitates the woman's understanding of her own experience and the impact of abuse in her life.
- Focuses on the consequences of abuse and its effects cognitively, behaviourally, emotionally and spiritually.
- Explores past and present coping strategies with the goal of strengthening existing coping skills that are helpful and healthy, discouraging dysfunctional coping strategies, and developing new ones.
- Counselling approaches will take into account social, cultural and economic realities which may offset recovery and which may foster powerlessness, re-victimization, and dependency.
- Is aware of child protection legislation and the process of reporting when necessary.
- Refers to other services as needed, including referral to clinical treatment for women requiring interventions beyond the scope of the program or the expertise of the counsellor.
- Maintains accurate reports and records on clients and provides monthly reports to the program director. Ensures that all required documentation is complete. Maintains program statistics. Meets regularly with the program director for case consultation, program concerns and development.

C. Professional Development:

- Maintains a current knowledge of issues related to violence against women in the areas of assault in intimate relationships, sexual assault, treatment methods pertaining to all presenting symptoms/issues arising from abuse.
- Continues to develop skills and expertise as it pertains to individual and group counselling for female survivors of abuse.
- Attends staff in-services and approved continuing education programs and reports to staff on pertinent information acquired at workshops.
- Performs other related duties as required.

QUALIFICATIONS:

A. Education, Training and Experience:

- Masters Degree in counselling, or related field preferred.
- Bachelor's Degree in Counselling or related field and relevant training in advanced counselling with a minimum of 2-3 years experience counselling women who have been abused.
- Training and/or experience specifically related to family systems, violence against women in relationships, trauma, sexual assault and childhood sexual abuse.

B. Job Skills and Abilities:

- Ability to interact effectively with clients.
- Well-developed verbal and written communication skills.
- Demonstrated knowledge of relevant formal counselling and assessment techniques.
- Good organization and time management skills.
- Knowledge of group process and facilitation techniques.
- Ability to work independently and to function as a team member.
- Ability to be flexible about ideas and beliefs.

C. Other Requirements

- Valid BC Driver's License
- Criminal Record Clearance

D. Working Conditions

- This position is required to work in a stressful environment, often dealing with clients in crisis situations. Counselling relates to physical and/or emotional, mental or sexual abuse. May be required to work outside normal office hours, depending upon the needs of the clients.