



# Women's Shelter of York Region, Inc.

## Job Posting

<b>Posting No.:</b>	<b>1-CP</b>
<b>Posting Date:</b>	<b>December 1, 2021</b>
<b>Closing Date:</b>	<b>December 31, 2021</b>
<b>Start Date:</b>	<b>ASAP</b>
<b>Position:</b>	<b>Transitional &amp; Housing Support Worker</b>
<b>Status:</b>	<b>12-month contract</b>
<b>Hours of Work:</b>	<b>40 hours / week,</b>
<b>Location:</b>	<b>All Sandgate Locations</b>
<b>Number of Positions:</b>	<b>One (1)</b>

### Job Profile

The Transitional and Housing Support Worker will primarily assist all persons who identify as women and their children who are affected by violence, transition and establish violence free lives in the community. As a worker in this program, you will provide crisis counselling, housing support, legal support, personal support, practical assistance, safety planning, accompaniment, advocacy, information, and referrals to the women served. Assistance with health and wellness services, and educational and job training opportunities is also provided. Sandgate Women's Shelter of York Region Inc. works within a harm reduction, feminist, and intersectional framework, following the mission, vision, and guiding principles of the organization.

### Major Duties/Responsibilities:

#### Crisis Intervention

- Provide crisis intervention and telephone and in person crisis counseling services to women in the community and at the shelter(s)
- Development of women-centered proactive safety plans



## Counseling /Support Services

- Provide women solution-focused counseling
- Provide women with information, clarification, emotional support, practical assistance, safety planning, resources identification, advocacy, referrals, and access assistance, personal accompaniment, housing support, court support, CAS support, educational opportunities, and job training
- Conduct an intake for all women accessing services in the community
- Assist women with the development of a transition plan that will ease their transition to a life free from violence
- Carry out assessments as and when necessary due to the changing needs and aspirations of the women
- Assist women in preparing legal and related forms and documentation
- Inform women of available programs to assist them
- Cultivate and maintain current information relating to legal issues, trends, community resources, emerging changes regarding violence against women
- Other duties as assigned
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## Administration and Documentation

- Complete indirect service components in a timely manner as required: logging, tracking, information bridging, follow-up, recording, and reporting
- Complete all administrative aspects of position, including but not limited to, database updates, monthly reports, communication logs, etc.
- Understand and comply with all organizational policies, procedures, and the Service Delivery Guide, including safety, security, and emergency procedures

## Other

- Participate in orientation and training of new employees and students, including job shadowing
- Co-facilitate support groups as approved
- Provide Front Line Coverage or other relevant duties as required
- Work independently and as a team member to ensure effective case management and service provision
- Participate in program planning and evaluation as approved
- Attendance at relevant meetings/events as required



## **Requisite Skills and Qualifications:**

### Knowledge

- Experience in crisis counseling and group facilitation
- Knowledge of issues and complexities contained within the violence against women framework
- Knowledge of legal aid and court procedures as they related to violence against women
- Familiar with issues and needs that refugee and immigrant women's experience
- Understanding of the housing needs women with low-income face and the ability to respond sensitively to women in crisis

### Skills

- Experience working with women of diverse backgrounds, perspectives, socio-economic and linguistic skills
- Experience in telephone and in person counseling
- Excellent verbal and written communication skills to communicate effectively with services users, coworkers, and outside agencies through various tools and techniques
- Demonstrated tact, sound judgment, and multi-tasking ability
- Strong problem-solving skills
- Intermediate competency with computer hardware and software, including Microsoft suite of products and databases with ability to produce and deliver reports
- Demonstrated ability to work independently and as an effective team member
- Excellent interpersonal skills with an enthusiastic and positive attitude
- Fluency in a second language

### Qualifications

- University Degree in a related discipline (i.e., social work, psychology)
- Two to three years of related experience
- Commitment to continuing education on women's issues, with a particular emphasis on violence against women
- Experience with legal procedures as they relate to violence against women
- Valid driving license, valid work-related insurance in compliance with the job description and reliable vehicle
- CPR & First Aid Certification, is an asset

This position reports to and is supervised by the Programs Manager



**Application procedures:**

In keeping with our ongoing efforts to promote equity and reflect the diversity of York Region, we welcome applications from Aboriginal Women, Women of Color, Immigrant women, Lesbians, and other women from the LGBTTTTIQQ community, women with disabilities and Women from other diverse groups to apply.

Please send a cover letter and resume to [saditag@sandgate.ca](mailto:saditag@sandgate.ca) by December 31, 2021, at 5:00PM.