



**Job Posting:
Outreach Worker, Community Programs**

Sandgate Women's Shelter of York Region Inc. is a feminist organization, dedicated to empowering all persons who identify as women and their children through safe shelter, resources, information and advocacy in order to eliminate violence in their lives. Established in 1992, Sandgate Women's Shelter of York Region strives to meet the needs of all women and their children in an inclusive and respectful manner.

Job Title: Outreach Worker, Community Programs

Number of positions: 1

Terms: Fulltime position. Bargaining Unit Position. Must be available to work onsite at Sandgate Women's Shelter site in Jackson's Point in York Region and in the surrounding communities. Occasional evening and weekend availability may be required.

Compensation: \$25.93 per hour + benefits

The Outreach Worker, Community Programs, reports to the Shelter Supervisor and works in co-operation with all staff at Sandgate Women's Shelter of York Region. 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 Responsibilities

The Outreach Worker provides mobile, residential, and non-residential crisis support individually and in group settings to develop and carry out individualized goal plans for all persons who identify as women and their children who are affected by violence. 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.

- Primarily provides mobile, residential, and non-residential crisis support individually and in group settings to develop and carry out individualized goal plans for all persons who identify as women and their children who are affected by violence
- Provide safety planning, crisis intervention, trauma counseling, advocacy, referrals, and follow up support
- Provides community education, development and event planning on the issues of violence against women
- Provide crisis intervention and supportive counseling through the crisis support line and in-person at the shelter(s)
- Conduct safety risk assessments and develop proactive safety planning, on the crisis support line and in person
- Knowledge of and compliance with relevant legislation (i.e., the Child and Family Services Act)
- Provide solution-focused counseling to women in the shelter(s) and on the crisis support line
- Conduct an intake for all women and their children who have accessed services within Community Programs
- Assist women by providing support in navigating the social services system and providing relevant referrals, as per the woman's individual needs
- Provide information on rights, options, and available services
- Plan and facilitate support groups designed to improve emotional wellbeing and healing for women in the community and in shelter programs

Administration and Documentation

- Understand and comply with all organizational policies, procedures and service delivery guides including:
 - Safety, security and emergency procedures
 - All organizational procedures
- Describe and model Sandgate Women's Shelter service processes, commitments, values and obligations to support-seekers
- Collect and report relevant data and statistical information
- Maintain accurate, timely, and confidential documentation, i.e.: client management/database updates, monthly reports, communication logs, women's notes, intake and discharge documentation
- Participate in case consultations and warm referrals, as needed

Public Awareness

- Organize and participate in six or more public awareness/education events on issues related to violence against women annually
- Facilitate and participate in appropriate community and coalition meetings
- Liaise with schools, teachers and students as requested
- Effectively liaise with relevant community stakeholders including public speaking and awareness events
- Produce media articles/releases, pamphlets, budgets and reports as required

Team Collaboration and Support

- Adhere to all organizational, including emergency, procedures
- Adhere to all health and safety requirements and all organization confidentiality requirements
- Participate in supervision and/or team meetings
- Uphold ethical standards, professional boundaries, and mandatory reporting obligations
- Where crisis situations occur, respond in accordance with organizational protocols
- Work in co-operation with all Sandgate Women's Shelter staff, Board members and community partners
- Participate in orientation and training of new employees and students, including job shadowing
- Co-facilitate support groups as needed
- Provide frontline or crisis line coverage as required
- Work independently and as a team member
- Participate in program planning and evaluation
- Attend relevant organizational meetings and/or events
- Participate in report writing as required
- Ability to maintain and secure outreach office (supplies and equipment), including cash
- Assume other relevant tasks and activities as required

Key qualifications:

- Understanding of gender-based violence, particularly intimate partner violence, across diverse intersections of identity (e.g., race, faith, sexual orientation, and gender identities)
- Demonstrated experience working with survivors of gender-based violence and survivor-serving organizations from trauma-informed, feminist, anti-colonial, anti-racist, and anti-oppression frameworks
- Experience working in gender-based violence and/or sexual violence services
- Flexibility to work in, and travel to, any part of the region (all Sandgate locations)
- A valid driver's license, reliable vehicle and work-related insurance
- Experience providing crisis intervention and/or brief counselling to survivors of gender-based violence, particularly intimate partner violence
- Experience working with women of diverse backgrounds, socioeconomic statuses and other diverse social identities
- Knowledge of the social services system, and ability to effectively navigate within it

- In depth knowledge of York Region’s resources and services
- Knowledge of relevant legislation (i.e., the Child and Family Services Act)
- Excellent communication, organizational, time management, conflict management, and interpersonal skills
- An ability to work independently as well as part of a team
- Excellent verbal and written communication skills to communicate effectively with service users and coworkers through various tools and techniques
- Demonstrate active listening and ability to respond appropriately when interacting with individuals or in groups
- Facilitator and presentation skills, using a variety of resources and methods
- Ability to find solutions to problems and provide workable solutions
- Demonstrated professionalism and a positive work ethic within communication skills, interpersonal effectiveness and conflict resolution
- Demonstrated understanding and commitment to the principles of equity of access and cultural diversity
- Ability to liaise effectively with community agencies and the general public
- Ability to use media, resources, network to raise awareness and build relationships
- Post secondary degree or diploma in a relevant discipline (ie. social work, social services, counselling, women’s studies, or other post-secondary education and experience)
- Computer proficiency, and experience utilizing one or more outreach design platforms and tools (i.e. Canva, Constant Contact, MailChimp)
- A second language other than English and French is an asset
- Valid CPR/First Aid certification, is an asset

Application deadline: Friday, April 3, 2026 at 5pm

Please submit a cover letter and resume to:
 Bina Velinor, Supervisor (Richmond Hill),
 Sandgate Women's Shelter of York Region Inc.
 Email: Binav@sandgate.ca

Accommodation is available on request for candidates taking part in the selection process.
 Only applicants selected for an interview will be contacted.