



**Job Posting:
Group Coordinator & Lead Facilitator**

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: Group Coordinator & Lead Facilitator

Number of positions: 1

Terms: 32 hours per week. This is a unionized position. Must be available to work onsite at Sandgate Women's Shelter sites (Jackson's Point and Richmond Hill shelters) and in the community in York region.

Compensation: \$27.23 per hour + benefits

Major Responsibilities

The Group Coordinator & Lead Facilitator provides early intervention to child witnesses of violence against women and their mothers by supporting them through the healing process. The Group facilitator provides assistance with ongoing group development and service delivery. The incumbent will plan, organize, and facilitate the Child Witness groups throughout the region; as well as co facilitate other support groups as required. Service delivery includes crisis counselling, information dissemination, supportive counselling, advocacy, safety planning, group facilitation, workshops, problem solving and goal setting. 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.

Group Coordinator & Lead Facilitator, Roles and Responsibilities

Counseling/Individual Support Services:

- Develop and deliver child-centered, proactive safety planning for children and their mothers, appropriate for in person at the shelter(s)
- Develop and deliver child-centered, proactive safety planning for children and their mothers, appropriate for the crisis support line and support work provided in the community
- Provide supportive individual counselling to child and youth witnesses of violence against women
- Provide supportive individual counselling to adult survivors of violence against women
- Assist mothers navigating the social services and legal systems, and provide relevant referrals, as per the woman's individual needs
- Provide relevant referrals, as per children and youth's individual needs
- Provide advocacy on behalf of women, children and youth that have experienced or witnessed violence against women
- Provide three months of individual follow up support for women, children and youth after the close of group participation

Group Coordination, Planning and Outreach

- Ability to create a safe, respectful, and affirming environment for mothers, children and youth from diverse family structures, including immigrant and refugee families, same-sex parents and 2SLGBTQ families. This includes: using age-appropriate and inclusive language, validating the lived experiences of all families, including 2SLGBTQ families, and ensuring that all discussions are free from bias or judgment

- Liaise and build relationships with relevant service providers, schools, and child and youth organizations in the community, and share information on to the Let's Talk Child Witness Program for women, children and youth that have experienced or witnessed violence
- Lead outreach activities related to the Let's Talk Child Witness Program: i.e. creating outreach tools, creating an outreach plan (example: making contact with relevant service providers, schools, and child and youth organizations in the community), disseminating outreach materials widely in York region
- Lead outreach activities related to other Sandgate Women's Shelter group programs: i.e. creating outreach tools, creating an outreach plan (example: making contact with relevant service providers, diverse community space and organizations in the community), disseminating outreach materials widely in York region
- Receive referrals to the Let's Talk Child Witness Program from service providers, schools, and child and youth organizations in the community
- Lead program planning for the Let's Talk Child Witness Program: i.e. identify group program locations and venues, create program schedules, plan group program cofacilitator training, lead group program cofacilitator training, liaise with cofacilitators ongoing
- Receive referrals to and lead program planning for other group programming offered through Sandgate Women's Shelter
- Conduct the intake process for all women, children and youth who access group programming through Sandgate Women's Shelter
- Facilitate ongoing service-user evaluation of all group programming offered through Sandgate Women's Shelter: i.e. provide accessible women, children and youth-friendly group feedback surveys, collect completed feedback, and maintain an organized summary of collated feedback

Group Facilitation

- Be the lead group facilitator for the Let's Talk Child Witness Program, and provide group facilitation in one or more groups (women's group, children's groups, youth groups)
- Be the lead group facilitator for other support groups taking place at Sandgate's Women's Shelter, as required
- Plan, arrange and maintain group program details (location, facilitation, transportation, orientation, participation, etc.)
- Lead planning for all group program refreshments planning and purchasing (including awareness and responsiveness to any participant dietary restrictions or allergies), group program supplies/art materials planning and purchasing, and other group program resources planning and purchasing
- Assess for and lead planning for all group program participants' practical assistance needs: i.e. child or elder care, transportation assistance, language interpretation, responding to participant special needs/abilities
- Be responsible for the readiness and upkeep of all group program group rooms and meeting spaces (i.e. signage, materials)
- Manage all group programs within budgetary and funder constraints
- Assist the Programs Manager in ongoing development and recommendations for Sandgate's Women's Shelter group support services, ongoing
- Demonstrate and model cultural sensitivity at all times

Organizational Compliance, Administration and Documentation

- Adhere to all health and safety requirements
- Maintain confidentiality, as per Sandgate Women's Shelter policies
- Maintain an organized Let's Talk and/or other group programming curriculum; in addition, maintain all related curriculum resources (i.e. client-facing activities, worksheet templates, other resources) in a central and secure file at Sandgate Women's Shelter
- Ensure that all Let's Talk and/or other group programming curriculum and related resources are relevant and up to date: this includes ensuring all materials reflect the diverse clients of Sandgate, including those from diverse family structures, including same-sex parents and 2SLGBTQ families

- Document Let's Talk and other group programming trainings provided, attendance at trainings, provide completion certificates for trained staff, identify upcoming training expirations etc.
- Understand and comply with all organizational policies, procedures and service delivery guides
- Remain apprised of and comply with all organizational safety, security and emergency procedures
- Complete all administrative aspects of the position, including but not limited to: maintaining up to date information in client database, monthly reports, communication logs, client notes, intake and group documentation
- Remain apprised of funder and reporting expectations; in addition, prepare to meet these expectations in line with reporting schedules
- Report accurate Let's Talk Child Witness Program statistics and program impacts (quarterly and yearly) to Sandgate's Programs Manager and/or Executive Director
- Collect and report other group support data and statistical information, as required

Other

- Work within a team, supporting colleagues and attending team meetings and events
- Keep up to date with issues relevant to women, children and youth that have experienced or witnessed violence
- Travel and work within York Region (various locations)

Qualifications and Skills

- Post-secondary degree in a relevant discipline (ie. Social work, social services, women's studies)
- 2+ years of direct service skills (counselling, crisis line, group) in gender-based violence support services
- 2+ years of direct service skills (counselling, crisis line, group) in youth and/or children's services
- Knowledge of the effects of witnessing violence against women on child development
- Knowledge of trauma, substance use, mental health and their interaction(s) with violence against women
- Knowledge of the social services and legal systems, and ability to effectively navigate within it
- Crisis intervention and counselling skills
- Demonstrated group facilitation skills with adults and/or children and youth
- Excellent verbal and written communication skills; ability to communicate effectively with clients and coworkers
- Demonstrate active listening and ability to respond appropriately when interacting with individuals or in groups
- Experience working with women, children and youth from diverse socioeconomic backgrounds
- Cofacilitation and team support experience and skills
- Knowledge of York Region's resources and services
- Knowledge of adult learning principles and techniques
- Knowledge and understanding of the Child, Youth and Family Services Act
- Demonstrated organizational and time management skills
- Fluency in a second language is an asset
- Program management or program coordination experience and skills
- Foundational technology (i.e. computer and internet literacy) skills, and ability to utilize these skills to streamline, make efficient and maintain records for the role

Position requirements

- Understanding of gender-based violence, particularly intimate partner violence
- Understanding of gender-based violence, particularly intimate partner violence, and its impacts on children and youth
- Driver's License, reliable vehicle for use while at work, and up to date insurance required
- Ability to work with and support team members and clients from diverse intersections of identity (e.g., race, faith, sexual orientation, and gender identities)

- A commitment to feminist, anti-colonial, anti-racist, and anti-oppression approaches to service delivery
- Commitment to positively represents the organization at all times
- Valid CPR/First Aid certification required

Application deadline: Friday, October 23 at 5pm

Please submit a cover letter and resume to:
Lisa Peters, Administrative Assistant
Sandgate Women's Shelter of York Region Inc.
Email: LisaP@sandgate.ca

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