

Position: Intimate Partner Violence Outreach Coordinator

Employment Type: Full-time temporary in-scope position (term to September 30/22)

Closing Date: September 28, 2021

Duties and Responsibilities:

This is a full-time position consisting of Coordinator duties at 50% and Outreach Worker duties at 50%. Under the direction of the Director of Programs, in the role of the Coordinator, the incumbent is responsible for the maintenance, evaluation, and development of the Intimate Partner Violence Outreach program. In the role of the IPV Worker, the position also involves providing direct service to clients including crisis counselling, short-term counselling, facilitation of groups, community presentations, and outreach services. Duties shall be performed in a manner consistent with the overall mission and values of the agency.

Coordinator Duties include:

- Development and maintenance of community partnerships and referral agencies.
- Development and maintenance of program structure, goals, and content.
- Develop and maintain statistical information on services provided and report regularly on stats.
- Participate in community development of appropriate resources for those impacted by violence.
- Provide co-ordination of staff under the direction of the Director of Programs.
- Receive new referrals and distribute according to outreach worker caseloads.
- Completion of reports as required by contracts.
- Update Director of Programs on a regular basis regarding the program, employees, and operational issues.

Worker Duties include:

- Provide crisis management and outreach services for individuals impacted by intimate partner violence as well as actively advocate and liaison on behalf of clients.
- Provide short-term crisis counselling.
- Work collaboratively with each client to assess their needs and to make appropriate referrals to community resources.
- Accompany and provide support to clients who require assistance with such things as housing, medical care, police intervention, legal system navigation, transportation.
- Provide support and education to clients through the facilitation of groups.
- Participate in agency program development and public education including development and presentation of workshops, group facilitation, and group interventions.

General Duties include:

- Maintain positive working relationships with referral agencies and community partners to ensure collaboration and coordination of supports for clients.
- Participate in agency and community meetings including in-service training and ongoing professional development.
- Perform related administrative and record keeping duties, including casework documentation, session evaluations, correspondence, reports, and statistical recording as required.
- Participate in clinical supervision with the Director of Programs.
- Maintain good standing in a professional association and follow professional guidelines and ethics.
- Assist with supervision of peers, students and individual cases as required by the agency from time to time.

- Adhere to all reporting requirements regarding child protection and intimate partner violence issues and follow through according to agency policy and procedures.
- Other duties as assigned.

Qualifications:

Education:

- Bachelor of Social Work degree, Bachelor of Indigenous Social Work degree, or an equivalent degree in a relevant field of study
- Three to five years of direct experience in a relevant area; experience providing counselling would be considered an asset
- Other relevant combinations of education and experience may be considered

Areas of Knowledge:

- Knowledge of the dynamics of intimate partner violence and experience working with victims of such violence
- Assessment and counselling skills, especially in short-term crisis counselling
- In-depth knowledge of community resources/agencies and the services offered in relation to intimate partner violence
- Demonstrated ability to work in cross-cultural environments
- Awareness of and cultural sensitivity to the customs, traditions, spiritual beliefs and philosophy and perspective on family dynamics of Indigenous, immigrant, refugee, and newcomer populations
- Experience in facilitating group work and knowledge of group dynamics
- Excellent communication skills, both verbal and written
- Caseload management skills
- Excellent organizational skills
- Valid driver's license and access to a personal vehicle

Final candidates are required to provide satisfactory criminal record checks including a vulnerable sector search.

This position is in-scope, CUPE Local 5316.

Compensation:

Pay range of \$4,257.39 to \$5,022.03 per month, prorated based on Bachelor's Degree – Coordinator role

Pay range of \$4,005.21 to \$4,524.80 per month, prorated based on Bachelor's Degree – Worker role

Submit resume, cover letter and references to:

Mail: Martha Hollinger, Executive Assistant
 Family Service Saskatoon
 #102-506 25th Street East, Saskatoon, SK S7K 4A7

Email: martha.hollinger@familyservice.sk.ca

Family Service Saskatoon thanks all applicants for their interest, however only those candidates selected for interviews will be contacted.

Posting opens on September 20, 2021 and closes on September 28, 2021 at 5:00 pm

Family Service Saskatoon is an inclusive organization, welcoming individuals of all abilities. We believe in workplace diversity and we do not discriminate in our employee selection. Race, color, disability, religion, gender, national origin or sexual orientation does not play a role in our hiring decisions.