



♀ ST. JOHN'S WOMEN'S CENTRE  
📍 MARGUERITE'S PLACE  
🚶 SAFE HARBOUR OUTREACH PROJECT

170 Cashin Ave. Ext., St. John's, NL Canada A1E 3B6 | T. 709.753.0220 | F. 709.753.3817 | [www.sjwomenscentre.ca](http://www.sjwomenscentre.ca)

The St. John's Status of Women Council/Women's Centre is a feminist organization that since 1972, is continually working to achieve equality and justice through political activism, community collaboration and the creation of a safe and inclusive space for all women in the St. John's area.

### **Reports to: Clinical Team Lead Counsellor**

The Women's Centre is a low barrier and welcoming space for women to come and meet with staff, participate in programming and groups and meet other women. Services include drop in counselling, supportive counselling and groups, information and referral, advocacy, social and recreation programming; system navigation such as income, legal, housing and safety.

### **Position Scope: System Navigator/Counsellor**

This staff position is employed by the *St. John's Status of Women Council*. The position is a temporary, full time position reporting directly to the Clinical Team Lead Counsellor. The job is a position for our general programming, including the Right Here, Right Now counselling program, individual system navigation and support and group work with primary duties as described below.

### **Duties and Responsibilities:**

The provision of individual support to participants of Women's Centre programming including but limited to:

- Streamline system navigation and advocacy to existing community based and regional support services for women and gender diverse folks
- Counselling and intake for individuals during Right Here Right Now Drop-in Counselling Program
- Referrals to other supportive services, including a "warm transfer" approach
- Development and facilitation of outreach and/or programming relevant to the changing needs of those we serve and support
- Respond to participant-related requests (such as registering for services, discussing service options, requesting information, providing rapid response counselling, etc.)
- Build relationships and trust with participants to ensure they are receiving proper care and treatment in the services they require, and must maintain confidentiality
- Outreach to community and governmental services
- Work collaboratively with an inter-professional team in a non-profit women's organization
- Other duties as required



♀ ST. JOHN'S WOMEN'S CENTRE  
📍 MARGUERITE'S PLACE  
🚶 SAFE HARBOUR OUTREACH PROJECT

170 Cashin Ave. Ext., St. John's, NL Canada A1E3B6 | T. 709.753.0220 | F. 709.753.3817 | [www.sjwomenscentre.ca](http://www.sjwomenscentre.ca)

### Qualifications:

- An understanding of complex needs through a gendered lens
- Experience delivering counselling services related to addictions, mental health issues, family conflict, gender based violence, relationship issues, etc.
- A working knowledge of community resources and experience working in community organizations
- Experience in system navigation, especially with marginalized populations
- Strong relationship building skills and participant-service skills
- Proactive, creative, resourceful and solution-focused; able to influence change in support of participant service excellence
- Crisis intervention and de-escalation skills
- Focus on resilience, empowerment, and capacity building.
- Knowledge of Feminist Theory, Trauma informed approach, Solution-Focused Therapy, and other therapeutic modalities.
- Bachelor's Degree in Social Work or Master's Degree in Counselling Psychology, Clinical Psychology, or Social Work from an accredited University and/or equivalent experience
- Criminal Record Check and Vulnerable Persons Sector Check (see equity statement below)
- Proficient in Microsoft office suite

**Hours of Work:** Monday – Friday 9-5, with some rotational evenings for counselling program and weekends as required for events and programs. 35 hours per week.

**Salary:** The salary range for this position is between \$50,000 and \$57,500 annually, based on experience and qualifications

**Duration:** This is a full-time position until March 31, 2022, with the potential for renewal based on availability of new funding source

SJSOWC embraces diversity and is committed to greater equity in our program and our employment. Our goal is to attract, develop, and retain skilled and strong volunteers and employees from diverse backgrounds allowing us to benefit from a wide variety of experiences and perspectives. In line with this, preferences will be given to and applications are encouraged from women (transgender and cisgender) and non-binary people who are: Indigenous, Black and people of colour, people living with disabilities, women with experiences in substance use, sex work, and women with experience in the criminal justice system. We encourage applicants to self-identify any marginalized experiences and identities in their application with the knowledge that disclosed experiences will remain confidential.