



Counsellor and System Navigation Support (Women's Centre)

The Counsellor and System Navigation Support person is responsible for the provision of single session counselling, supporting group counselling sessions, supporting mental health advocacy in the community, and the provision of system navigation services on an ongoing basis. This position reports directly to the Counselling Team Lead and receives mentorship and support from the Women's Centre Coordinator.

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.

The SJSWC values the important perspectives that diversity brings, both in our organization and in our community; we are taking steps to ensure our hiring practices reflect that value. 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, preference 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 who are differently abled in both visible and/or invisible ways, people with experiences in substance use, the sex trade, and people with experience in the criminal justice system.

If you require an accommodation at any stage of the recruitment and selection process, please let us know and we will do our very best to meet your needs.

Duties and Responsibilities:

Support to participants (90%)

- 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 as well as other counselling programming offered through the St. John's Women's Centre, including group facilitation.
- 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 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



Administrative Tasks (10%)

- Assist with administrative work within the program (ie. Statistical tracking, documentation, writing articles, etc.)
- All other duties as identified by the Clinical Team Lead
- Processing and submitting Supportive Referrals
- Provide support on reporting as required

Qualifications:

- 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
- Experience delivering individual and group counselling related to substance use, complex mental health issues, family conflict, gender based violence, relationship issues, etc., with a focus on resilience, empowerment, and capacity building
- A working knowledge of community resources and experience working in community organizations
- Experience in system navigation, especially with marginalized populations
- Proactive, creative, resourceful, and solution-focused; able to influence change in support of participant service excellence
- Crisis intervention and de-escalation skills
- Knowledge of Harm Reduction, Feminist Approach, Trauma-Informed Approach, Anti-Racist and Anti-oppressive Frameworks
- Demonstrated communication (verbal and written) and interpersonal skills required
- Demonstrated independence, critical thinking, and problem-solving skills involving innovation and creativity in solution development
- Proven team participation, collaboration, goal development, and partnership-building skills
- Experience working in an inclusive environment, working with trans, Indigenous, 2SLGBTQIA+, nonbinary, sex working women and non-binary people, and women and non-binary people who have been impacted by the criminal justice system.
- Proficient in Google Workspace

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: \$55,000 / annum, plus benefits

Duration: Full-time, contract position expiring end of March 2024. The potential for extension is dependent on renewed and/or new funding.

The person employed in this position must be eligible to work in Canada and upon being offered the position must submit a certificate of conduct (police records check) – please note the certificate of conduct does not have to be clear and any existing records will be discussed confidentially.

Closing Date: 1 February 2023 – 4pm Newfoundland Time.

Please email a cover letter and resume to: hire@swwomenscentre.ca

*Applications without a cover letter will not be considered.