



## **INTERNAL/EXTERNAL JOB POSTING**

**Position:** Crisis Counsellor

**Job Type:** Contract, Part time (28 hours/week), December 2021– July 29, 2022

**Salary and benefits:** \$38,220 to \$43,680 annually, based on a 35 hours per week, plus a comprehensive benefits plan and a generous leave entitlement

**Reports to:** The Manager, Crisis Intervention & Counselling Services

**Application deadline:** November 29, 2021

### **About IWSO**

Immigrant Women Services Ottawa (IWSO) is a community-based agency serving immigrant women.

IWSO's mandate is to:

- Empower immigrant and racialized women to participate in the elimination of all forms of abuse against women and their children.
- Provide culturally responsive services to facilitate immigrant women's access to community and mainstream services.
- Deliver programs to assist immigrant women in their journey to attain their full potential.

### **Position Summary**

The Crisis Counsellor is responsible for providing support in response to crisis situations among immigrant and racialized women who are experiencing or are at risk of experiencing violence.

### **Main Responsibilities**

- Respond to abused immigrant and racialized women by providing needs assessment, crisis intervention, short-term counselling, information, referral, and advocacy.
- Develop interventions to better meet the needs of those impacted by trauma, domestic violence, and/or family violence.
- Administer risk assessment tools such as suicide assessment, and provide safety planning.
- Maintain accurate records and documentation of service.
- Facilitate women's groups such as support groups/focus groups.
- Make appropriate referrals to other community resources and IWSO partners.
- Participate in professional training activities, including intervention skills practice and demonstration.
- Performs any other tasks related to the position as required.

## Qualifications

- Post-secondary education in social services.
- Minimum 2 years experience in working with immigrant women survivors of violence.
- Knowledge of different types of abuse, domestic violence, war trauma, workplace violence, human trafficking, suicide prevention, trauma, community resources.
- Knowledge of issues affecting refugee, immigrant, and racialized women.
- Demonstrated skills and experience in intake, needs assessment, crisis intervention, short-term counseling, advocacy.
- Knowledge of sexual assault and human trafficking issues.
- Experience in facilitating different groups, such as support groups, focus groups.
- Excellent interpersonal, verbal & written communication, and problem-solving skills.
- Ability to work effectively in a stressful environment and with minimal supervision.
- Proven ability to work within a multi-cultural and multi-disciplinary team.
- Police Record Check for Vulnerable Sector is required as part of the hiring process.
- Experience in conducting training seminars/workshops will be an asset.
- Knowledge and experience in computer applications and database software.
- Fluency in written and spoken English is necessary, any additional languages are an asset.
- Must be legally entitled to work in Canada.

## APPLICATION PROCESS

**Qualified candidates are invited to submit a cover letter and résumé by, **November 29, 2021, 6:00 pm****  
**to:** Search Committee: Crisis Counsellor Position, Immigrant Women Services Ottawa;

**Email:** [infomail@immigrantwomenservices.com](mailto:infomail@immigrantwomenservices.com)

IWSO welcomes and encourages applications from members of equity-seeking groups, including but not limited to, candidates who are racialized, indigenous, LGBTQ+, and people with disabilities. We thank you in advance for your interest. Only those candidates with the minimum qualifications will be contacted and considered for an interview.

Please note, as per IWSO policy, all existing and future employees must provide proof of full vaccination against COVID-19 or provide proof of exception under the Ontario Human Rights Code.