



140 ISLINGTON AVENUE
ETOBICOKE, ON M8V 3B6
TELEPHONE 416 252 7949
FAX 416 252 1520

www.womens-habitat.ca

Women's Habitat of Etobicoke Relief Shelter Counsellor Casual Work

Reports to: Shelter Manager

Job Summary: Women's Habitat provides shelter and services to women identified individuals and their dependents who are survivors of violence. Our 25 bed emergency shelter has been providing women a safe place to rebuild their lives since 1978. An Outreach Centre was added in 2006.

The primary responsibility of the Relief Shelter counsellor is to provide one to one counselling, programs, referrals and supports to women residing in the shelter, when part time and full time shelter counsellors are unable to work their shifts. We are looking for candidates who are able to work overnight, evening and weekend shifts, with minimal notice. Preference will be given to those candidates who have flexible availability.

Responsibilities:

- Provide supportive counselling to women who have experienced trauma as a result of abuse
- Provide case management
- Crisis intervention both by phone and in person
- Phone and in person intake duties
- Assists women to understand the cycle of violence and the effects of violence on themselves and their children
- Information on and referrals to a variety of resources – i.e. housing, education, interpretation, etc.
- Advocacy in the areas of but not limited to: legal, housing, education, child support
- Group facilitation: i.e. life skills, healthy self-esteem, etc.
- Daily administrative duties which include but are not limited to: maintenance of



A United Way member agency

Registered Charities
No. 12912-2065RR-0001



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daily client records on data base compiling of program statistics, preparation of materials for various groups.

- Attendance at agency meetings and training sessions as required

Qualifications:

- Post-secondary degree or diploma in Social Work
- 2 years' experience in a relevant field
- Demonstrated experience working within an intersectional feminist framework
- Extensive knowledge of crisis intervention techniques.
- Extensive knowledge of the issues of woman abuse, trauma, child abuse and the impact of witnessing violence on children
- Understanding of trauma-informed, harm reduction, anti-oppression, anti-racist principles and frameworks and how to incorporate them in all aspects of the position.
- Extensive knowledge of community resources, including resources for non-status individuals, relevant legislation and social justice issues.
- Ability to assess a situation quickly and take appropriate action that will ensure the safety of all residents
- Strong organizational, communication and interpersonal skills
- Strong computer literacy skills.
- Standard first aid / CPR is an asset
- WHMIS training is an asset
- Trauma certificate would be an asset
- Second language would be an asset

Core Competencies:

Women's Habitat recruits candidates that reflect in their work the vision and values of the agency, as such Women's Habitat expects their employees to have the following competencies:

1. Ensure that the Health and Safety guidelines are followed in accordance with the policies and procedures of the agency.
2. Ensure appropriate notification of child abuse as required by the Child and Family Services Act.
3. Adhere to and abide by Women's Habitat's harm reduction philosophy.



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4. Ability to conduct trauma-informed work when dealing with agency clients.
5. Understand and adhere to the Ontario Human Rights Code at all times and in all aspects of her work.
6. Understand and implement anti-oppression and equity principles in all aspects of her work.
7. Ability to respond to a crisis in ways appropriate to ones role at Women's Habitat.
8. Demonstrate willingness and the necessary skills to attend to conflict and tension with colleagues and non-client stakeholders.
9. Engage in constructive communication with peers, staff, clients, volunteers and other stakeholders, share information in an appropriate and timely manner and adhere to the agency's confidentiality agreement.
10. Ability to critically examine how she carries out her role and takes responsibility for the impact of her behaviors on others.
11. Demonstrate a commitment to continuous learning in order to ensure the delivery of high quality service.
12. Has the ability to work collaboratively as part of an effective team to best meet the evolving needs of clients and advocate on their behalf.

Compensation: Probation rate of \$17.87 per hour. Salary following successful completion of probation: \$18.52.

Women's Habitat is unionized through CUPE Local 3877 and this position is within the bargaining unit.

To apply for this position please forward resume and cover letter to resume@womens-habitat.ca

Deadline for Applications: Thursday November 30th, 5:00 pm

Women's Habitat is committed to the development of a staff team that reflects the diversity of the communities we serve. Applications from Aboriginal Women, Women of Colour, Lesbian, Bi-sexual and Trans-identified women are strongly encouraged.

Our agency is in compliance with AODA standards, please contact Human Resources Manager Sojje Tate at 416-252-7949 Ext 244 TTY: 416-252-0361 or state@womens-habitat.ca if you require accommodation.



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We thank all applicants for their interest in working with Women's Habitat; however only those candidates selected for an interview will be contacted.