



## **Sexual Assault & Human Trafficking Educator/Counsellor Job Description**

**Position:** Sexual Assault & Human Trafficking Educator/Counsellor

**Worksite:** Sexual Assault Support Services SDG&A

**Responsible to:** Executive Director

**Classification:** Full-time position

**Deadline to apply:** September 1, 2024 at 4pm.

### **Summary:**

Under the direction and supervision of the Executive Director the Sexual Assault & Human Trafficking Educator/Counsellor will develop and offer training, workshops, booths and presentations to community, schools, fairs, other organizations on topics related to sexual assault, harassment, gender-based violence, human trafficking and other forms of oppression. The individual will also provide counselling support to those who have experienced sexual assault who are 16 years of age or older. The Educator/Counsellor will also plan and oversee several awareness events and manage a small roster of volunteers.

The counsellor will work from a trauma informed and client centered perspective with survivors of sexual assault. The counsellor will assess client's needs and develop and implement counselling plans using a variety of therapeutic counselling techniques. The counsellor will be responsible for case management of clients and will work with individuals and small groups. The counsellor will provide clients with skill building practices. These services are available to eligible clients from Cornwall, Dundas, Stormont, Glengarry and Akwesasne. Access to a vehicle and travel throughout SDG&A will be required for this position.

### **Qualifications:**

#### **Education, Training, and Experience**

- o Bachelor's degree in psychology, social work, social services or related field (registration will be required, or working towards).
- o Sound knowledge and understanding in gender-based violence and impacts of sexual assault
- o Training and experience in crisis management and trauma informed practice. Minimum two years of recent related experience.
- o Or an equivalent combination of education, training, and experience.

### **Job Skills and Abilities**

- o Demonstrated teamwork and ability to work collaboratively.
- o Ability to work with clients in a way that demonstrates a compassionate, respectful and client-centred approach that fosters dignity, individuality, and decision-making process of clients.
- o Demonstrated understanding, experience, and practice in gender-based violence, particularly through the lens of intersectionality, diversity, and inclusion.
- o Ability to work with adult clients with diverse experiences and youths who have experienced sexual assault.
- o Excellent oral, written, facilitation, public presentation and interpersonal communication skills.
- o Effective interviewing and assessment skills.
- o Excellent conflict resolution skills and experience in crisis intervention.
- o Demonstrates critical, innovative, and strategic thinking.
- o Works in a respectful and cooperative manner with staff and clients.
- o Clear understanding of measurable outcomes and program tracking.
- o Excellent time and personal management skills.

### **Additional Requirements**

- o Criminal record check for vulnerable populations.
- o First Aid/CPR.
- o Valid Ontario Driver's license and access to a vehicle.
- o Adheres to the philosophy, policies, and procedures of SASS for Women SDG&A.
- o Signs and adheres to Oath of Confidentiality and Code of Ethics.
- o Bilingualism French/English an asset.

Key Duties and Responsibilities:

### **Community Liaison and Public Education**

- o Works to develop and maintain strong links and good relationships with other community agencies, organizations, service providers and volunteers. This will include Outreach, Public Education and Training.

- o Develop, evaluate, coordinate and/or offer training, workshops, booths and presentations in both French and English to the community, schools, fairs, other organizations and groups on topics related to sexual assault, gender-based violence and other forms of oppression.
- o Organize and participate in organizing awareness events such as the Take Back the Night, Red Dress Day, December 6th Vigil, Sexual Assault Prevention Month.
- o Create and maintain related ongoing social media campaigns.
- o Always represents SASS positively and professionally.

### **Counselling & Casework**

- o Gathers information relevant to the client's problems by interviewing and observing behaviour, using a variety of inventories, checklists, and questionnaires. Conducts structured analyses of the information gathered to provide assessment of the issues.
- o Develops and implements counselling plans and intervention using a variety of therapeutic counselling techniques drawn from theoretical frameworks such as family systems, solution focused, narrative, psycho-dynamic group work, and advanced counselling techniques to resolve the assessed issues.
- o Uses a trauma informed perspective to support survivors of sexual assault or sexualized violence through active listening, debriefing, and validating client's emotions.
- o Monitors client's progress and provides follow-up planning.
- o Evaluates the effectiveness of counselling plans, reports clients' progress, and discusses case management and related concerns with therapists, social workers, peers, and other professionals, as appropriate and with client consent.
- o Provides case management to ensure oversight of client's progress and will provide information on and refers clients to other SASS services and community service providers, resources and professionals as required.
- o Maintains related records and statistics and provides reports regarding service delivery as required.
- o Works with other team members to create, coordinate and facilitate Support Groups and other client activities.

### **Accountability**

- o Reports to and meets regularly with the Director to discuss the status of the program operations.
- o Maintains current knowledge of and complies with SASS's mandate, mission, policies, procedures, standards of practice and collective agreement.
- o Maintains strict confidentiality of information gained because of employment with SASS

- o Alerts the Director promptly of any extraordinary circumstances, including financial, legal, or ethical issues that may arise.
- o Ensures child protection concerns are reported as legally required.
- o Participates in clinical consultations with a clinical supervisor/consultant as approved by the organization.
- o Continue to develop and implement therapeutic skills relevant to counselling survivors of violence.

#### **Program Administration:**

- o Provides program service delivery to ensure accountability and compliance with contractual and legal obligations.
- o Maintains accurate program reporting, documentation and file management systems that comply with SASS record keeping guidelines. This will include records management, program statistics, reporting, wait list management and scheduling.
- o Ensures programs operate in a safe, clean, and welcoming environment.
- o Consults with the Director regarding proposed extraordinary expenditures.
- o Performs other related duties as required.

#### **Job Details & Benefits:**

- o Extended health care
- o Dental care
- o Vision care
- o Paid time off
- o Flex-time
- o On-site parking
- o Salary \$47,599/year plus benefits
- o 8-hour shifts
- o Monday-Friday 8:30am-4:30pm with occasional evenings and weekends

#### **Application Process:**

Please **email** cover letter and resume both in **one PDF document** directly to Sara Murphy, Executive Director at [director@sassforwomen.ca](mailto:director@sassforwomen.ca) no later than 4pm September 1, 2024. Please note that applications uploaded to job application site will not be accepted.

We encourage a diverse workplace and welcome all qualified applicants to apply.

*Sexual Assault & Human Trafficking Educator/Counsellor September 2024*