



### Summary

Responsible for planning and facilitating safe therapeutic counselling; ensuring care management duties are completed according to minimal standards; preparing and maintaining administrative duties, promoting a supportive, respectful and harmonious team environment. Nookomisnaang Shelter has 3 rotating shifts: 8:00am – 4:00pm; 4:00pm – 12:00am; 12:00am – 8:00am.

### Responsibilities

1. Plan and facilitate safe therapeutic counselling to individuals and/or families by providing:
  - Accurate and complete intake packages
  - Orientation to the environment and counselling process
2. In accordance to the minimal standards, ensure case management responsibilities are current and accurate by:
  - Submitting documentation for feedback, revision and approval
  - Updating client contact sheets and case management tracking sheets
3. Prepare, conduct and maintain administrative duties by:
  - Adhering to and abiding by the contents of the Shelter Service Operations Manual
  - Complete and submitting weekly time sheets and appropriate leave forms
4. Promote a supportive, respectful and harmonious team environment by:
  - Working cooperatively and in coordination with all staff members
  - Communicating concerns with all staff members in a sensitive and direct manner to promote understanding and resolution

### Qualifications

- Post-Secondary graduate in Social Work or relevant discipline.
- Minimum of 2 years of work and/or volunteer experience in the provision of services regarding family violence.
- Understanding of the impact of family violence on the individual family, clan, nation and community

Interested applicants **MUST** submit: 1) A cover letter; 2) Updated resume; 3) Photocopy of certificates/diploma/degree from a post-secondary institution, and 4) Contact information (email, phone number) of 2 work related references.

Attention: Melissa Roy  
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### **Deadline: Until Position Filled**

Late or incomplete applications will not be considered and we appreciate your interest.