**Summer Students Opportunities Grant – Outreach Support Worker Assistant - Job Description**

**Job Title:**  Outreach Support Worker Assistant (Summer Student Position)

**Job Site:** Ann Davis Transition Society, administration office, Chilliwack, and some remote work

**Reports to:** Outreach Coordinator

**Wage:** $17.00 per hour

**Hours:** 5 days per week, 35 hours per week for 8 weeks

**Job Posting Closing Date**: Open until filled

**To Apply:** Email cover letter/CV and resume with 2 references: Outreach Support Worker Assistant Position in subject line to [HR@anndavis.org](mailto:HR@anndavis.org).

**Position Summary:** The Outreach Support Worker Assistant works to support consistent institutional and systemic woman centered responses based on practices to prevent violence and sexual exploitation through education awareness, outreach activities and intervention for women and girl survivors of gender violence in Chilliwack, Fraser Valley, BC.  This position provides feminist based legal and systems-based information, crisis intervention, safety planning, advocacy, accompaniment, and referral to women survivors of sexual and physical assault and violence in intimate relationships and/or criminal harassment.

# Key Duties and Responsibilities:

* A strong feminist analysis of violence against women which addresses the understanding of power and its interconnections among gender, race, culture, class, physical ability, sexual orientation, and age as well as all forms of oppression based on experience of colonization, religion, ethnicity, and heritage.
* Relevant training, experience, and education in a directly related field.
* Knowledge of the Criminal Justice System and other systems as they relate to violence against women.
* Strong crisis intervention skills
* Able to utilize effective communication and positive relationships to assist women through a problem-solving process.
* Solid understanding of the dynamics of violence and sexual assault against women in relationships and the cycle of abuse
* Experience working with women survivors of violence and sexual/physical assault.
* Good organization and time management skills
* Well-developed communication skills both written and oral
* Strong computer literacy in Word and Excel required
* Ability to work effectively independently and within a team, energetic and self-motivated.
* Strong work ethic
* Familiar with the issues and needs that refugee and immigrant women’s experience.
* Knowledge and experience working with survivors of historic racism and the impact of colonization
* Demonstrated cultural competency including awareness of diverse marginalized communities in Fraser Valley and ability to work with women from various cultural communities

Strong commitment to work towards ending violence against women and a proactive stand to address all forms of oppression in women’s lives

# Qualifications:

* Ability to speak other language(s) an asset.
* Working towards Diploma in a related human / social service field.
* Two (2) years recent related experience. Or an equivalent combination of education, training, and experience
* Current CPR C and First Aid Certificates.
* Must be capable of passing and maintaining a Vulnerable Sector Criminal Record Review, failure to satisfy this will necessitate the employee being removed from the position.
* Strong decolonizing and intersectional feminist analysis of violence against women
* Good organization and time management skills.
* Well-developed communication skills both written and oral.
* Strong computer literacy in Word and Excel required.
* Ability to work effectively independently and within a team, energetic and self-motivated.
* Strong work ethic.

# Competencies:

* Excellent interpersonal skills: ability to work independently, cooperatively, and from a feminist perspective.
* Demonstrated ability to communicate effectively both verbally and in writing.
* Excellent working within a team and developing consensus.
* Strong time management and organizational skills.
* Able to interpret and implement policies, procedures and computer applications related to the work assigned.
* Able to perform basic research and prepare reports and recommendations.
* Able to use initiative and independent judgement within established policy and procedural guidelines

**Working Conditions:**

* Regular hours are from 9-5, 5 days a week. May need to occasionally be available for flexible scheduling weekdays, weekends and possibly some holidays if required.
* Worksite: Ann Davis Transition Society Outreach Office

Note: We conduct primary source verification of applicant's credentials including education, training, work history, and licensure. **Only applicants that have been shortlisted will be contacted.** 

STATEMENT OF DIVERSITY

The Ann Davis Transition Society, as an award winning and leading non-profit organization, respects diversity and fosters social inclusion. We strive to deliver inclusive service, affirming the dignity of those we serve regardless of heritage (race, ethnicity, culture, nationality, linguistic origin, place of origin, citizenship, color, ancestry), education, beliefs, creed (religion, faith, spirituality), gender, gender identity, age, sexual orientation, physical or mental health, physical or cognitive capabilities, socio-economic status and political belief.

*The Marketing, Development & Branding Assistant (Summer Student Position)*

*will follow the Code of Ethics and the Mission Statement of the Ann Davis Transition Society.*