**Position Title:** **Counselling Lead with Trauma-Informed Clinical Counselling**

**Reports to:** Director, Housing, Programs & Services

**Supervision of:** Counselling Staff and Clinical Supervision of Interns

**Job Location:** Ann Davis Transition Society Admin Office in Chilliwack

**Wage:** $38 to $42 per hour

**Position Type:** Full-time

**Hours of Work:** 35 hours per week (21 hours of Clinical Counselling and 14 hours of

counselling lead role)

Interested candidates can apply by sending their updated resume/cv with cover letter to [hr@anndavis.org](mailto:hr@anndavis.org)

**Job Overview**

**Counselling Lead**

Reporting to the Executive Director, the Counselling Lead is responsible for the supervision and oversight of the Counselling programs. This includes supporting and supervising counselling team members and providing direction. The job would also involve administration of waitlists and counselling groups and ensuring the delivery of appropriate services in accordance with policies and procedures; and supporting the evaluation the Counselling program and its outcomes.

**Trauma Informed Clinical Counselling-Survivors of Military Based Sexual Misconduct**

The Trauma Informed Survivors of Military based Sexual Misconduct Program is funded by the Ministry of National Defence. It primarily provides essential trauma-based counselling and support for persons who have experienced sexual assault, violence in relationships, and/or childhood abuse. It is aimed at helping those affected move forward from their experiences of violence and abuse, so that they can carry on with their lives in a healthy and constructive manner.

The Trauma Informed Clinical Counsellor provides mid-range individual and group abuse counselling. This program does not deal with serious mental health conditions: DID, cults, psychoses nor will the Counsellor offer services of a religious nature. This position would through innovative service delivery by providing expedited access to trauma-informed clinical counselling, group services, internal and external referrals for those who identify as impacted or affected by sexual misconduct.

**Organizational Status**

Ann Davis Transition Society (ADTS) is a non-profit society based in Chilliwack, BC that provides education, prevention, and support services to those affected by abuse or violence.

Through a trauma-informed approach, ADTS offers housing, advocacy, and education to build resiliency, empowerment and inclusion.

**Counselling Lead**

**Duties & Responsibilities**

**Program Supervision:**

* Assist the Executive Director and Director, Housing, Programs & Services with developing and implementing action plans, budgets and training processes for the Counselling program.
* Assist the Director, Housing, Programs & Services with evaluating and implementing recommendations for programmatic improvements to better address the needs of clients.
* Support the evaluation of individual and overall program performance on a regular and ongoing basis.
* Produce internal and external monthly or quarterly program performance reports as required.
* Participate actively as a ADTS representative in collaborative partner networks and in related community, social, and economic development activities.

**Program Operations:**

* Supervise the daily operations of ADTS’ Counselling program, including group counselling.
* Provide effective and efficient delivery of services within policies and procedures, relevant legislation, and professional standards, including, Canadian Association of Clinical Counsellors, Registered Social Work Standards and CARF requirements.
* Oversee, regularly review, and manage all client file management, including client intakes, documents, waitlists, and groups, ensuring client information is accurately and objectively maintained in a confidential manner.
* Assist the Counselling staff with maintaining client waitlists and records according to policies and procedures.
* Review Counselling staff timesheets through Payworks for bi-weekly payroll processing by the HR department and manage time off requests to ensure that there is full coverage.
* Provide guidance to Counselling staff to ensure appropriate interventions with clients (trauma-informed, client-centred, culturally appropriate, etc.) and provide support and guidance on client case management needs.
* Provide clinical supervision on ethical and/or safety concerns from the Counselling staff
* Provide direct intervention with clients when required.
* Contribute to regular reporting procedures, including ongoing case notes, incident reports, monthly progress summaries and exit reports.
* Ensure Executive Director is informed right away if police, extreme violence, suicide, or death is involved. Follow the Critical Incident Reporting policy.
* Ensure that program goals are met in accordance with established policies and procedures, agency expectations, and funder expectations.

* Ensure compliance with the organization’s policies and procedures.
* Provide coverage for frontline staff in cases where other staffing options are not available.

**Financial Management:**

* Ensure compliance and timely submission of regular reports to funders, government bodies, and others.

**Human Resources:**

* Assist the Director, Housing, Programs & Services with hiring, developing, disciplining, and dismissing Counselling staff within Collective Agreement and ADTS policies.
* Support the selection of students for internship placements.
* Coordinate and support training for all Counselling staff and interns within training budget.
* Manage scheduling for the Counselling program; ensure all shifts are appropriately staffed and no overtime is accrued without prior approval; monitor staff attendance.
* Lead and attend required staff meetings and other related meetings within the community and regionally.
* Participate in professional development networks and associations to stay abreast of emerging trends and best practices.

**Clinical Counselling**

**Duties and Responsibilities**

* Work with members of the defence community who have experienced any form of trauma, violence, abuse, or threats. Facilitate women’s understanding of the impact of the trauma,

focusing on the behavioral, emotional, cognitive, and physical consequences of the abuse, and foster development of personal coping skills.

* Provides individual and group counselling to clients from a feminist and trauma-based perspective using techniques such as counselling and self-skill.
* Provides individual and group-based psycho-educational counselling for survivors of childhood trauma and abuse and/or relationship violence.
* Maintains accurate up-to-date records, including documentation of all client contacts, case notes and referral records and case consultation notes.
* Develop and implement therapeutic programs.
* Consults, networks, and liaises with community agencies and professionals to maintain up-to-date information on available resources, and to maintain positive community relations and build mutually beneficial partnerships.
* Develop and implement therapeutic program necessary with multiple approaches (i.e. EMDR, OEI, other mainstream modalities)
* Provides support and information to clients to develop and strengthen their support and social network beyond the counselling relationship.
* Facilitates the self-development and skill development of clients by identifying,
* recruiting and developing appropriate resources and supporting youth participation in developmental activities: i.e., life skills, work placement, academic study, community services.
* Provides direct intervention with the clients when required.
* Counsel from a feminist perspective addressing such issues as societal structures and values.
* follow Society personnel policies.

**Skills & Qualifications**

* Master’s degree - Registered Social Worker and/or Registered Clinical Counsellor
* 5 to 7 years of related experience, including at least 3 years at a supervisory level
* Trauma-informed counselling and feminist perspectives preferred.
* Excellent knowledge and experience in the provision of community support services
* Excellent knowledge of the impact of domestic violence, violence against women, family violence, homelessness, substance misuse and addiction, impacts on diverse communities.
* Knowledge of community resources in Chilliwack and the surrounding area, including the Fraser Valley, is an asset.
* High emotional intelligence with the ability to use tact and diplomacy in dealing with sensitive, complex, and confidential situations.
* Strong analytical, problem-solving, and decision-making skills
* Strong organizational and time management skills with an attention to detail
* Strong interpersonal, communication, and presentation skills with the ability to professionally connect with and influence a diverse group of individuals.
* Strong leadership skills with the ability to lead projects and work with diverse individuals to identify issues, design solutions, and evaluate results.
* Strong collaborative nature that can work well within a leadership team environment.
* Willingness to work flexible hours is required.
* Valid BC driver’s license and access to a reliable vehicle is required.
* Satisfactory completion of a criminal records check with vulnerable populations is required.

**Competencies**

* **Leadership Skills:** the ability to be aware of the needs of the workplace and employees; generate new ideas; implement sound and timely decisions; motivate employees; build and maintain productive working relationships; ensure a respectful workplace culture; and be accountable for one’s own work. A collaborative leadership style.
* **Supervisory Skills:** the ability to identify and resolve employee issues; delegate tasks appropriately; evaluate employees’ performance objectively; develop employees and encourage their career growth; manage budgets; efficiently plan and prioritize resources;
* ensure a safe working environment; and adhere to policies and procedures and Collective Agreement.
* **Communication Skills:** the ability to cooperate and work with others; maintain confidentiality when needed; act as member of the senior leadership team; verbally express ideas, facts, problems and solutions; provide written reports and communications; and oversee productive client feedback mechanisms.

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