**Female Youth PEACE Counsellor- Job Description**

**Title:** **Female Youth PEACE Counsellor**

**Reports To:** Director of Housing, Programs and Services

**Hours:** Permanent position, 3 days per week (21 hours)

**Location:** Hope and Chilliwack Admin office

**Grid: 13-P**

**To Apply:** Email cover letter and resume/CV with 2 references: to [HR@anndavis.org](mailto:HR@anndavis.org).

**Summary:**

The **Female Youth PEACE Counselling Program** is responsible for planning, coordinating, facilitating, and evaluating of social, recreational and life skills activities for youth (11 – 18 years of age). This will involve working at the Ann Davis main office with outreach to schools, the overall community, and the Ann (ADTS) catchments area. Some travel will be required for meetings, training, and planned youth trips. A strong commitment to the children and youth of the community with demonstrated success working with youth is essential, as is the ability to relate effectively and appropriately with preteens, teens, young adults, and the community in general. Strong communication and organizational skills are essential, as is the ability to take direction. Lastly, you have basic computer skills and the capacity to maintain confidentiality.

The Female Youth PEACE Counsellor provides primary supervisory and support services to the youths participating in Ann Davis Programs. Responsible for one-on-one counselling, organizing, and monitoring youths’ individualized case management and program participation. This position is unionized and requires a mandatory membership with the BCGEU.

**Job Duties and Responsibilities:**

To perform the job successfully the Female Youth Counsellor must be able to perform consistently each essential duty satisfactorily. Other related duties may be assigned.

* Provide individual and group counselling to women who have experienced any form of trauma, violence, abuse, or threats. Facilitate women’s understanding of the impact of the trauma, Builds and maintains a positive supportive relationship with youth in the program.
* Participates fully as a member of the case management team for youth placement.
* Develops and implement intervention plans within program guidelines in consultation with other members of the counselling management team.
* Provides individual and/or group programming aimed at addressing youth issues/needs such as communication skills, anger management, conflict resolution and problem solving.
* Provides youth with opportunities to access community resources as required.
* Facilitates the self-development and skill development of youth 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 youth when required.
* Assists in education regarding personal hygiene and basic care.
* Facilitates open communication within the case management team.
* Contributes to regular reporting procedures, including ongoing case notes, incident reports, monthly progress summaries and exit reports.
* Attends meetings as required by ADTS.
* Represents ADTS in the community when required by the agency.
* Participates in managing/balancing on-site petty cash and youth work budgets.

**Skills and Knowledge**

**Counselling Skills:**

* Experience counselling adolescents.
* Ability and willingness to be trained in treatment issues.
* Experience with life skills/job skills programming an asset.
* Understanding of addiction and other abuse issues and current treatment models
* Solid understanding of human services ethics with regard to confidentiality and appropriate boundaries.
* Ability to maintain a calm professional approach in crisis situations.
* Demonstrated ability working constructively and cooperatively in a team setting.
* Excellent communication and interpersonal skills
* Knowledge and experience with case recording practices
* Excellent interpersonal and communications skills
* Staff act as role models, businesslike dress code, good boundaries and other professional and ethical behaviors are expected.
* Strong organizational and time management skills
* Able to work with little supervision while contributing as a team member.
* Well-developed written and verbal communication skills
* Ethical standards as laid out by governing body (RCC etc.), adhere to ADTS policies. Practice professional boundaries
* Ability and willingness to work cooperatively with leadership.
* Utilize de-briefing opportunities with ADTS staff and leadership.
* Attention to own personal needs, stress management, emotional health.
* Demonstrate a sensitivity and understanding of the client population’s socio-economic characteristics.
* Have the ability to work with values and behaviours that are very different from those of the counsellor.
* Ensure that personal values and beliefs are not insinuated, promoted, or imposed on the clients.
* Have a positive conviction about the capacity of people to grow and change.
* Have the ability to work in partnership with other team members, including referring authorities.
* Adept computer, scheduling, and internet skills

**Qualifications:**

The requirements listed below are representative of the knowledge, skill, and/or ability required to perform each essential duty satisfactorily.

* Post-secondary degree in Counselling, childcare of related filed
* A minimum of two years’ experience working with high-risk youth in a counselling or other helping capacity required, which should include:1 plus years’ experience, with youth counselling with some knowledge of domestic violence and abuse issues.
* Thorough knowledge of abuse issues and impact
* Knowledge of feminist theory and practice
* The Youth Counsellor may be involved in co-ordinating and/or participating in activities with youth, which may include physical, outdoor, or other active elements.
* Driving is required to attend meetings and to enable contact with youth/families in the community.
* The worker must have a valid Class 5 driver's licence and access to safe, reliable transportation, and must obtain appropriate insurance as per Society policy.
* Completed acceptable Vulnerability sector criminal record check from the RCMP.
* First Aid
* Food Safe

**Working Conditions:**

* Regular hours are from 9-5, 3-4 days a week, to be negotiated. May need to occasionally be available for flexible scheduling weekdays, weekends and possibly some holidays if required.
* The Female Youth Counsellor should not transport clients or offer service in a client’s home unless approved by the Supervisor.
* Worksite: Ann Davis Transition Society Administrative Office – 9046 Young Rd, 3 schools within Chilliwack and Ann Davis Transition Society Hope office.
* The Female Youth Counsellor may be involved in co-ordinating and/or participating in activities with youth, which may include physical, outdoor, or other active elements.

Note: We conduct primary source verification of applicant's credentials including education, training, work history, and licensure.

**Job Types:** Part-time, Permanent

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.