



Adult Women Outreach Worker

Ann Davis Transition Society

Job Title: Adult Women Outreach Worker

Job Classification: Victim Service Worker

Department: Outreach

Reports To: Director of Programs

Location: Main Office

Employment Type: Part-Time

Working Hours: 14 Hours per Week

Grid: 11

Application Deadline: Thursday, February 12, 2026 by 5:00 pm

Job Reference Number: AWOR1125

This position requires union membership.

Summary

The Adult Women's Outreach Worker provides support services, practical assistance, information and referrals to clients who are victims of trauma, abuse or street entrenched. This position is dependent on funding and the budgetary limitations of Ann Davis Transition Society. This position also includes mandatory membership with the BCGEU.

Job Duties and Responsibilities

- Conducts client intake by performing duties such as obtaining demographic information, providing information regarding the victim service worker's role and the services offered by the organization, assisting clients in completing intake forms, and explaining issues related to confidentiality.
- Provides emotional support to clients who have been victims of crime through active listening, debriefing and validating clients' emotions.
- Assesses clients' need for other services and provides them with information on helping organizations and professionals such as community service agencies, counsellors, legal aid lawyers, physicians and mental health services. Recommends appropriate services to clients.
- Provides crisis response and intervention as necessary.
- Supports clients' interests and rights by performing duties such as liaising for clients with the police and Crown Counsel, obtaining information about clients' cases including case status and hearing dates.



- Provides information on police, legal and medical systems in general and specific to clients' cases. Provides information on crime prevention to clients to help them avoid re-victimization.
- Provides court support services such as explaining court processes and trial procedures and providing court orientation and information on court preparation.
- Provides accompaniment and/or transportation such as to court, police and medical appointments.
- Assists clients in completing legal forms such as Criminal Injury Compensation Applications and Victim Impact Statements.
- Participates in public education to raise awareness of physical or sexual assault and/or abuse.
- Consults and liaises with community service agencies to maintain up-to-date information on available resources and develop community relations.
- Maintains and provides statistics and reports regarding service delivery as required.
- Performs other related duties as required.

Qualifications

- Diploma in a related human / social service field.
- Two (2) years recent related experience. Or an equivalent combination of education, training and experience.
- Satisfactory Vulnerable Sector Criminal Record Clearance
- A valid B.C. Driver's License (Class 5 or Class 7), and a suitable driver's abstract.
- Naloxone certificate or willing to take training.
- Current CPR C and First Aid Certificates.

Applications will be accepted until **5:00pm on Thursday, February 12, 2026**. While we thank all candidates for their interest, only those selected for an interview will be contacted. No telephone inquiries please. Please apply directly to hr@anndavis.org and reference AWOR1125 in the subject line.

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.