

EXTERNAL JOB POSTING COMSER-22-30
Community Services Department
Geraldton Family Resource Centre

Date Posted: November 17, 2022

Job Type: Casual/On Call

Current Job Description Applies CUPE LOCAL 3045

Rate of Pay: \$28.73/hr

GENERAL

- To replace regularly scheduled Residential Counsellors who are absent due to illness, vacation, etc.
- To provide a short term safe and caring environment to women and their children who are victims of domestic violence.

QUALIFICATIONS

- Diploma in Social Services or the Humanities with 2 years related experience in crisis intervention/counselling in relation to violence against women
- Vulnerable Sector Criminal Record Check required.
- Current Standard First Aid Certificate
- Good oral and written communication skills
- Sensitivity and awareness of Indigenous issues

REPORTING RELATIONSHIP:

- Reports to the Director of Community Services

DUTIES AND RESPONSIBILITIES

- To work independently to complete client admissions/discharges and referrals while providing supportive counselling. Completion of all associated documentation
- To work within established policies and procedures as outlined by the Ministry of Community and Social Services and the Municipality of Greenstone
- Work independently on crisis intervention procedures in reference to the handling of crisis calls on the 24-hour crisis line. Completion of all associated documentation

WORKING CONDITIONS AND HOURS OF WORK

- Hours vary dependent upon absences of full-time and part-time staff.
- Candidates must be available to work shift work (days, evenings and nights) and to work weekends.

A detailed job description is available upon request.

Applicants must apply in writing by no later than 4:30 pm, November 25, 2022 to:

Al Gordon, Manager, Human Resources
Municipality of Greenstone Administration Office
1800 Main St., Box 70
Geraldton, ON POT 1M0

Email: al.gordon@greenstone.ca
Fax (807) 854-1947

Only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected, and will only be used for the purposes of candidate selection. The Municipality of Greenstone is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.