

## **EXTERNAL JOB POSTING COMSER-25-55**

Community Services Department

Geraldton Family Resource Centre

Residential Counsellor

Date Posted: October 3, 2025

Job Type: Casual/On Call

Current Job Description Applies CUPE LOCAL 3045

Rate of Pay: \$31.00/hr

### **GENERAL**

- To replace regularly scheduled Residential Counsellors who are absent due to illness, vacation, etc.
- To provide community-based emergency shelter and crisis support services for women and their dependents who have experienced, are at risk of experiencing or have been or are being affected by violence and/or abuse.

### **QUALIFICATIONS**

- Minimum Social Service Worker Diploma or a 2-year college diploma in a human services program
- An equivalent combination of education, training and experience may be considered
- Vulnerable Sector Criminal Record Check
- Current First Aid and CPR
- Good oral and written communication skills

### **REPORTING RELATIONSHIP**

- Reports to the Director of Community Services

### **DUTIES AND RESPONSIBILITIES**

- Provide crisis phone counselling, including assistance with safety planning, providing information on rights, options and available services, referrals, and system navigation
- Support safety planning for women and their dependents who are experiencing or at risk of experiencing or have been or are being affected by violence and/or abuse
- Utilize a trauma-informed approach within a harm reduction framework that respects a woman's autonomy as well as their right to privacy and confidentiality
- Work independently to complete client intakes and assessments, discharge planning, safety planning and referrals while providing supportive counselling
- Work independently in responding to crisis calls on the 24-hour crisis line
- Work within established policies and procedures as outlined by the Ministry of Children, Community and Social Services and the Municipality of Greenstone

### **WORKING CONDITIONS AND HOURS OF WORK**

- Up to 84 hours
- Candidates must be available to work shift work (days and nights) which includes weekdays and weekends

A detailed job description is available upon request.

Applicants must apply in writing by no later than 4:30 p.m. on October 17, 2025 to:

Al Gordon, Director of Human Resources  
Municipality of Greenstone Administration Office  
PO Box 70, 1800 Main Street, Geraldton ON POT 1M0

Email: [al.gordon@greenstone.ca](mailto: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.

