

Internal Job Posting

July 4, 2019

**DOMESTIC VIOLENCE/PARTNER ASSAULT RESPONSE SENIOR COORDINATOR
(12-month Maternity Leave position)**

Applications are currently being accepted for a 12-month maternity leave position of Domestic Violence/Partner Assault Response Senior Coordinator (DV/PAR SC) based out of the Kitchener office. This is a temporary contract position with a 35 hr/wk. schedule working five days a week, including some evening work and an occasional Saturday shift (in lieu of another work day). Reporting to the Adult Services Program Manager, the incumbent will coach and support domestic violence intervention team members to ensure effective and timely intervention services. The DV/PAR SC also provides group-based and one-to-one psychoeducational and therapeutic intervention programs and liaises with key justice system stakeholders (e.g., Crown, Probation). The position also involves collaborative public education and service planning activities with other organizations working in the domestic violence field. The incumbent works closely with and provides cross coverage to the Aftercare/Back on Track Senior Coordinator. The position requires a reliable vehicle, driver's licence, and insurance.

Primary Responsibilities:

Oversee all facets of Domestic Violence/Partner Assault Response Program activities coordinating, scheduling, and directing staff activities and ensuring group coverage.

Process and coordinate intake referrals and conduct assessment interviews.

Develop and implement work unit procedures for Agency domestic violence programs where such procedures are needed to provide clarity and consistency in the provision of service.

Co-facilitate therapeutic domestic violence group-based programming, and provide one- to-one counselling and update client files accordingly.

Provide training, support and coaching to team staff in accordance with Agency and Ministry standards, and provide updates to the Program Manager on staff training and development especially for new team members.

Support the team in ensuring service targets are met, and ensure team statistics are reliable and valid and shared in a timely fashion with the Program Manager and the Executive Director as required, the relevant funder(s) as required, and made readily available for inclusion in the Agency's Annual Report and other reports on the Agency's community impact.

Work collaboratively with the Program Manager to support program enhancements where needed in accordance with program outcomes, and ensure that program elements are consistent with evidence-based best practices.

Deliver community presentations on the community benefit/impact of JHSWW's domestic violence programs.

The following are essential knowledge, skills, abilities and requirements for the position:

A Master's degree in social work, psychology, or another social or health science field with appropriate registration/certification with the relevant professional oversight body is preferred along with at least three of years of experience in designing and providing therapeutic and psycho-educational programs in the domestic violence field. A Bachelor's degree with extensive experience will also be considered.

Current clearance from a criminal records check. Must be able to meet criminal and other offense screening requirements necessary for the agency to maintain its service/funding contracts.

Thorough knowledge of issues and complexities related to gender-based violence and domestic violence treatment modalities, victim safety planning, the effects of abuse on children and other family members, and experience in designing and implementing interventions intended to end abusive behaviours, and promote healthy relationships.

Demonstrated assessment, client engagement, motivational interviewing/counselling, group facilitation, non-crisis intervention, adult education and treatment skills. An understanding of mental health issues and drug/alcohol addictions, and demonstrated sound judgment and the ability to be decisive in crisis situations including knowledge of de-escalation techniques.

An understanding of criminogenic thinking and risk factors and experience in working with people to address those factors, and an awareness of restorative justice principles and practices.

An understanding of the policies and procedures of police, Crown Attorney's Office, courts and probation as related to the court process for domestic violence offences.

Strong cross-cultural/diversity perspective/awareness, excellent organizational/time management skills, superior oral and written communication skills, and a proven ability to work independently and as part of a team.

An understanding of the legal duty to report under the *Child, Youth and Family Services Act*.

Demonstrated computer proficiency in Microsoft Office®, client file database systems (e.g., EMHware), and internet search tools

A valid driver's license, a reliable vehicle, and insurance are essential

Interested candidates should submit a cover letter and résumé by email in PDF format to resumes@waterloo.johnhoward.on.ca by 4:30 p.m. on July 18, 2019.

The job title should be included in the subject line of the email.

We are an equal opportunity employer. While we thank all applicants, only those invited for an interview will be contacted. If you have a disability and require support during the selection process, you are encouraged to identify your needs if you are selected for an interview.