



INTERNAL/EXTERNAL JOB POSTING

(Date Posted: Friday, January 15, 2022 **Application Deadline:** Friday, January 31, 2022)

Job Title: Casual Counsellor

Hours of Work: Part-time/Flexible

Hourly Wage: \$29.34

Department: Counselling & Court Services

Reports to: Manager of Counselling & Court Services

Classification: Counsellor (Bargaining member position)

About Us

Elizabeth Fry Toronto delivers gender based, trauma informed services and advocates for justice and equity for women and non-binary people who are criminalized and their families. We envision communities where women are not criminalized.

Summary

Elizabeth Fry Toronto's Counselling & Court Services include a broad range of supports for women who are, have been, or are at risk of conflict with the law. Our counsellors work from a women-centered, non-judgmental approach and utilize a counselling model that integrates the individual needs and concerns of our clients. The services assist women to establish a sense of physical and psychological safety and wellness while helping to bring balance and hope back into their lives.

The Casual Counsellor will provide individual counselling and psycho-educational group intervention services on a variety of issues to the women we support as well as administrative tasks associated with service delivery. The Counsellor will adhere to the agency's values and service standards as well as program delivery and evaluation frameworks. Using an intersectional feminist, trauma-informed and harm reduction model of care, the Counsellor will ensure that service users accessing the programs are provided a warm, safe environment that fosters self-determination, healing, and growth. The incumbent will demonstrate a high degree of professionalism, initiative, collaboration, and solutions-oriented approach in the delivery of services. This dynamic position reports directly to the Manager, Counselling & Court Services. Working within the mandated protocols, the Counsellor will be required to fulfill the following core duties:

Individual & Group Counselling

- Provide individual and group counselling to clients addressing variety of issues
- Utilize crisis counselling and intervention where and when required
- Conduct mid and post assessment to gauge successes and challenges
- Work with assigned caseload tracking client's progress
- Provide crisis management to clients when needed
- Conduct risk assessment and safety planning as per client's needs
- Facilitate and co-facilitate groups and psycho-educational workshops
- Perform all key functions in relations to group preparation and completion

Client Support

- Conduct client assessments and interviews to determine client eligibility for individual or group counselling sessions
- Identify and advocate on behalf of clients for support and services with internal and external resources, navigating through systemic barriers
- Provide information, resources, referrals and supports to program participants
- Maintain accurate and timely records of activities, case notes, and services provided to each client, logging events and progress
- Update and revise client files at each point of contact in a timely manner to ensure the availability of up-to-date information

Administration

- Receive internal and external referrals for follow-up
- Maintain client files according to agency and funder requirements/guidelines
- Enter client data and maintain notes accurately and completely utilizing the agency's existing data management system
- Maintain client filing systems and correspondence in print and electronic formats
- Work closely with volunteers and students assisting the Counselling & Court Services program
- Maintain program statistics and other reporting data as required
- Develop and maintain all program and participant scheduling
- Coordinate counselling and group sessions including space booking, food, transportation needs etc.

Other

- Attend all agency wide and team meetings to stay current with agency plans, learn about different programs, meet, and share information with colleagues
- Respond to telephone and email enquiries and communicated information
- Maintain the confidentiality and security of client and agency related information
- Comply with agency Health & Safety plan
- Comply with agency policies and procedures
- Write progress and completion reports as required
- Apply gender-responsive, anti-racist and anti-oppressive approaches to work
- Perform other tasks as assigned by management

Qualifications and Skills

- Degree or diploma in social work, community/social services or combination of education and experience
- 2-3 years' counselling and facilitation experience working with women from diverse ethno-cultural and socio-economic backgrounds
- Experience working with transgender and 2SLGBTQ+ communities
- Strong facilitation skills and client engagement experience
- Demonstrate understanding of client services and group principles
- Commitment to a trauma-informed, intersectional feminist, anti-racist, anti-oppression and harm reduction based practice
- Knowledge of the criminal justice system, specifically pertaining to women
- Demonstrate good decision-making and problem solving skills using proper communication channels
- Ability to work independently as well as in a team environment
- Advanced skills utilizing Microsoft Office software, including Microsoft Excel and PowerPoint
- Bilingual in French and/or any other language is an asset

JOB POSTING – Casual Counsellor (Counselling & Court Services)

- Excellent interpersonal, relationship management, oral, written communication skills and organizational skills required

Application Instructions

Please send a cover letter and resume in **ONE document** to careers@efrytoronto.org by **January 31, 2022 no later than 5:00 pm**. Applicants must list **Casual Counsellor – Counselling & Court Services** in the cover letter and in the subject line of the email.

We appreciate all applications. Only candidates selected for an interview will be contacted.

Elizabeth Fry Toronto, in accordance with its gender responsive anti-racism and anti-oppression framework, welcomes application from people who reflect the diversity of our community.