



Guelph-Wellington Women in Crisis

PO Box 1451, Guelph, ON N1H 6N9
T: 519-836-1110 F: 519-836-1979
Crisis Line: 519-836-5710 / 1-800-265-7233
www.gwwomenincrisis.org

Marianne's Place
24-hour Crisis Line
Sexual Assault Centre
Volunteer Program
Anti- Human Trafficking
Support Program

Rural Women's
Support Program
Transitional & Housing
Support Program
Public Education
Family Court
Support Program

INTERNAL/EXTERNAL JOB POSTING

C.U.P.E. – Local 4393
Classification 111b

Intake Support Counsellor Permanent, Full Time, 64/hrs bi-weekly

Guelph-Wellington Women in Crisis (G-W WIC) is a dynamic, community-based, not for profit, feminist organization providing services to women and their children who have experienced domestic and/or sexual violence or human trafficking in Guelph and Wellington County.

We are looking for a highly motivated social worker with the skills and abilities to provide **intake support to those who have experienced gender-based violence**. If you are self-directed and detail oriented, with the ability to work effectively within a team environment, are compassionate, creative and resourceful, please consider this opportunity.

Responsibilities include:

- Providing support to clients seeking services within the agency.
- Assessing needs and priorities for suitability.
- Providing assistance with navigation through various systems and documentation (i.e. Housing, OW, ODSP, legal systems, F&CS, etc.).
- Maintaining accurate documentation in the client database.
- Case conferencing and support coordination.
- Risk assessment, safety planning and transitional planning.
- Acting as an advocate and resource person for the agency.
- Maintaining waitlists for various programs.
- Arranging interpreter services for intake appointments.
- Providing options, referrals, connections and community resources as needed.
- Co-facilitating/debriefing open or closed support groups or workshops for women who have experienced gender-based violence (virtually and/or in person).

The successful candidate will have:

- Bachelor of Social Work (preferred) or equivalent with a counselling focus.
- Minimum 3 years previous experience working with and advocating for women and children who are victims of violence.
- Crisis intervention and de-escalation skills.
- Trauma informed with advanced knowledge of mental health and substance abuse issues.
- Demonstrated facilitation and presentation skills.
- Administration/organizational skills with strong computer competency and attention to detail.
- Advanced professional writing.
- Advanced knowledge of current community resources.

This position is part of the Collective Agreement of CUPE Local 4393.

Closing Date: Friday, December 1st, 2023 at 5:00 pm

Please send your resume including cover letter in confidence to:

Jennifer Davies – Manager
P. O. Box 1451, Guelph, ON N1H 6N9
38 Elizabeth Street, Guelph, Ontario
jennifer@gwwomenincrisis.org

If you require an accommodation under the Ontario Human Rights Code in order to participate in the recruitment process, please contact Jennifer Davies at (519) 836-1110 ext. 235.

Guelph-Wellington Women in Crisis (G-W WIC) is committed to fairness, equity and inclusion. In keeping with these principles, we encourage applications from women and gender diverse people who may also identify as Indigenous, Black, racialized, economically marginalized, immigrant, disabled, and/or members of the 2SLGBTQIA+.

We thank all applicants for their interest; however, only applicants selected for an interview will be contacted. No telephone calls or other enquiries please.

You don't have to be hit to be hurt. • You don't have to leave to get help. • You don't have to be in crisis to call.