

**Anduhyaun Inc. – Anduhyaun Shelter
Crisis/Life Skills Counsellor Job Description
Three (3) Months Contract**

Classification: Bargaining Unit
Date Ad Posted: November 10, 2017
Application Deadline: November 24, 2017
Hour of Work: 40 hours per week, shift work

General Accountability:

The Crisis/Life skills Counselor is under the direction of the Director of Shelter and/or Designate of Anduhyaun Inc. In support of Anduhyaun's Mandate, the Crisis/Life Skills Counselor is to provide culturally-sensitive crisis counseling and provide Life Skills workshops to residents of Anduhyaun Shelter and Nekenaaan

Anduhyaun Inc. Mandate

Anduhyaun Inc. strives to support Aboriginal women, men, and their children in their efforts to maintain their cultural identity, their self-esteem, and their economic, physical and spiritual well being.

Further, the Life Skills Counselor is responsible for legislative compliance; such as, but not limited to Child Welfare Act, VAW Service Contract, Human Rights Code, Health and Safety and other applicable Acts, Regulations and Guidelines.

Key Result Areas: Counselling
 Administration
 Weekly workshops at each location (Shelter and Nekenaaan)
 Client Court Support

Duties and Responsibilities

1. Provide counseling individually or in a group setting. Work as a team member with the Residential Counselors and Sexual Assault Counselor, to assist clients identifying needs, choices and supporting clients during their healing journey.
2. Provide weekly Life Skills workshops for clients at the Shelter and Nekenaaan.
3. Support clients in developing a personal safety plan.
4. Provide advocacy and evaluate needs of the client and provide appropriate referrals
5. Provide outreach support to former clients, as needed.
6. Maintain client confidentiality at all times.
7. Proficiency in computer skills

General Responsibilities:

1. Self-development and growth in counselling skills through reading, participation in courses, conferences, seminars and workshops.
2. Working as a cooperative team member.
3. Clear and concise communication in verbal and written reports.
4. Attendance and participation at Staff Meetings.
5. Knowledge of available resources in the community.
6. Strict adherence to all Anduhyaun Inc. policy
7. To follow through on what may deem as necessary by supervisor and/or designate.

Cultural Programming

- Ensure culturally appropriate services and programs are incorporated into Crisis/Life Skills services

Training and Education

- Self-development and growth in areas relevant to the position through educational reading, participation in courses, conference, seminars, and workshops.
- Keeping informed of available resources in the community of benefit to the clients and the Agency
- Ability to build rapport, and strong communication skills in and out of the community outreach environment. Must be able to work well independently and within the context of a team of professionals from other agencies. Proficiency in Office Suite and ability to learn other computer and web based programs for case tracking and notation.

Interested applicants are invited to submit their cover letter and resume by noon on Friday November 29, 2017 via fax 416-920-4891, addressed to Lisa Powell, Acting Shelter Director, Anduhyaun Inc. or emailed to sdirector@anduhyaun.org

While we wish to thank all applicants for their interest, only applicants invited for an interview will be contacted.