



THREE OAKS FOUNDATION

TOF provides emergency shelter, second stage housing, supportive counselling and outreach services to abused women and their children in Hastings and Prince Edward Counties. TOF is seeking female applicants for the following position:

Women's Services Worker – External Posting (shifted part-time permanent position)

Responsible for providing frontline crisis intervention, supportive counselling, and referral services to women, either in person or by telephone, in keeping with the philosophy, policies and procedures of the organization.

The Women's Service Worker is expected to:

- Provide crisis intervention, support and referral services to individuals who contact Three Oaks Foundation by telephone. Telephone services will be available to callers 24 hours a day, seven days a week.
- Provide crisis intervention, ongoing individual and group support, information and referral services to individuals temporarily residing at Three Oaks Foundation shelter (residents).
- Contribute to the establishment and maintenance of a consistent, stable, predictable shelter environment.
- Complete all paperwork, forms and records relating to direct service delivery and administrative record keeping in a timely and efficient manner.
- Complete shift-specific responsibilities and shift change scheduled.
- Work cooperatively and effectively with service volunteers.
- Demonstrate a commitment to working cooperatively and effectively within the participatory hierarchical structure at Three Oaks Foundation.

Qualifications:

The Women's Services Worker shall demonstrate skill and competence in the following areas:

- Knowledge of, familiarity with and experience working in the area of violence against women and children.
- Excellent crisis intervention skills. Demonstrated ability to provide on-site and telephone crisis intervention.
- Excellent counselling skills. Experience in providing supportive counselling to survivors of woman abuse (most specifically but not necessarily limited to, domestic violence against women).
- Diploma/degree in a related Social Service Field or equivalent relevant experience.
- Excellent organizational skills and demonstrated ability to manage time effectively and complete tasks in an efficient manner.
- Demonstrated ability to work independently and as part of a team.
- Knowledge of local and area community resources.
- Excellent written, verbal and computer skills.

- Professional belief system that is compatible with the mission statement, beliefs and aims of Three Oaks Foundation.

Assets:

- Second language/multilingual, including ASL.
- First Aid and CPR.

Salary and benefits as per the Collective Agreement.

Forward resume and cover letter, marked *private & confidential*, to the attention of:

Bonny Ray
Email: bonnyr@threeoaks.ca

Posting closes at 4:00 pm, Friday January 27th, 2023

Three Oaks Foundation encourages and supports diversity in the workplace.