



Muslim Community Services

FAMILY VIOLENCE COUNSELLOR

Hours: 35 Hours per week - Location: Peel Region

Muslim Community Services is a group of diverse professionals dedicated to enhancing newcomer community engagement. Our agency was established in 1987 as a nonprofit organization to serve and work with newcomers to facilitate their settlement and integration into Canada. We offer a wide range of services and learning opportunities to connect newcomers to a better future in the ever changing Canadian society.

RESPONSIBILITIES:

- Gathers information relevant to the client's problems, needs and risks by interviewing, observing behaviour and by using a variety of inventories, checklists and questionnaires.
- Perform comprehensive risk assessments; identify safety concerns; support individuals in reducing risks.
- Provides support, guidance and problem-solving to clients to address issues related to family functioning in an individual or group setting.
- Establish supportive relationships with survivors of violence, case specific information and updates; emotional support and practical assistance.
- Supportive counselling, information and referral to appropriate legal, medical and housing services, and other community resources
- Participates in the development, modification and evaluation of client service plans with the integrated case management team.
- Develops and implements an intervention plan within program guidelines.
- Provides parenting skill building workshops to clients on issues such as parent-child interaction, child development, discipline and guidance, and other related topics.
- Raise awareness on issues of violence against women in the community we serve, plan and develop community outreach material and strategies
- Provides information on and referral to other community service providers, resources and professionals as required.
- To liaise and network with the other service providers, institutions and government agencies, attend meetings and to participate in sub-committees
- Case Management, maintenance of client case records, documentation
- Maintains related records and statistics and provides monthly reports to the Supervisor.
- Completion of administrative tasks i.e. record keeping, intake procedures, reports
- Prepare report(s) in writing or on prescribed forms as required for Board and or funders including the project development and submission for funding
- Reports to board of directors through Executive Director or designate
- Any other responsibility prescribed by the Board or designate.

QUALIFICATIONS:

- Bachelor of Social Work (BSW) or a combination of Post Secondary Education with a minimum of 5 years work experience and specialized training
- Minimum 3 years demonstrated work experience in crisis intervention or violence against women counselling especially with diverse communities
- Crisis intervention, supportive counseling and problem solving skills
- Excellent interpersonal, organizational, communication, presentation and facilitation skills
- Sound team player, with the ability to collaborate and share ideas
- Flexible, self motivated, able to work independently, and be able to maintain good relations with clients and co-workers.
- Ability to work with diverse people and communities with awareness to socio-economic and cultural barriers.
- Knowledge of community resources and settlement issues and trends as they relate to the geographic, demographic and economic aspects of the Greater Toronto Area
- Good written and oral proficiency in English and in one of the following languages is a definite asset: Hindi, Punjabi and Urdu
- Capability to handle multiple priorities with ease and professionalism; able to work in a fast-paced environment with minimal supervision
- Strong communication (oral and written), and computer skills (Windows, MS Office, Exchange Server and Internet)
- Excellent report writing skills; database and excel proficiency.
- Adaptive to flexible working hours including evenings and weekends as needed
- Able to work in any office location within the Peel Region.
- Must have own transposition, Ontario driver license and insurance to use your vehicle for job related travelling.

This is a full time contract position ending on March 31, 2011 with a possibility of renewal.

Please mail, fax or email resume along with a cover letter referencing MCS-JC-0036 by December 03, 2010 to:

Human Resources Department
Muslim Community Services
150 Central Park Drive, Suite 304
Brampton, ON L6T 2T9
Fax: 905-874-6100
Email: hr@muslimcommunity.org



IS AN EQUAL OPPORTUNITY EMPLOYER AND COMMITTED TO EMPLOYMENT EQUITY

(WE THANK YOU FOR APPLYING. ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED)