



The Sexual Assault Centre for Quinte & District is a feminist organization that provides non-judgemental, supportive counselling and information for all survivors of sexual abuse in Hastings & Prince Edward Counties.

### **Public Educator/Community Outreach Coordinator and 1:1 Counsellor Position**

This is a fulltime, 35 hours per week position, with 25 hours allotted for Public Education/Awareness and 10 hours for 1:1 client counselling. The successful candidate will have in-depth knowledge of sexual violence issues pertaining to all survivors, as well as Anti-violence working knowledge and experience. They will be able to multi-task, be energetic and outgoing and have experience in public speaking and in-depth working knowledge of various social media platforms.

#### **Responsibilities for the 1:1 Counsellor position**

- Provide effective, supportive non-judgemental 1:1 counselling to adult survivors of sexual abuse and assault at the main office in Belleville
- Scheduling clients and maintaining your own schedule
- Responsible for intake and maintaining accurate and up to date on-going case notes
- Possess excellent listening skills and oral communication skills
- Maintaining, compiling, and submitting monthly client stats
- Assisting with Counselling Groups as requested
- Participation in staff meetings
- All other tasks as assigned by management

#### **Responsibilities for the Public Educator/Community Outreach Coordinator position**

- Provide effective education and awareness regarding sexual assault and abuse to the community at large, including local primary and secondary schools, colleges, police detachments and local community agencies
- Maintain and update all related education material as required
- Public speaking at annual events including Take Back the Night and International Women's Day
- Committee work
- Manage and update SACQD's social media accounts
- Deliver volunteer training as required

#### **Qualifications:**

- Post-secondary degree/diploma in SW or related field
- VAW sector experience
- Strong communication & computer skills in various programs including Excel, Word, Office
- Experience using various social media platforms
- Experience in public speaking and delivering presentations
- AR/AO knowledge & understanding
- Ability to work independently and as part of a dynamic team
- Experience in delivering training (staff, volunteer)
- Valid driver's licence, insurance, and the use of your own vehicle
- Current Police Record check
- Current CPR & First Aid would be an asset

As an intersectional feminist organization, we strongly encourage applications from candidates who reflect the diversity of our community. Only those chosen for an interview will be contacted.

**If interested, please forward your resume to [sallyf@sacqd.com](mailto:sallyf@sacqd.com)**