



SEXUAL ASSAULT SUPPORT CENTRE

P.O. Box 4441, Station "E", Ottawa, Ontario K1S 5B4
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Direct Services Coordinator(7 month Contract)

Summary and Job Description

About the Centre

The Sexual Assault Support Centre of Ottawa is a survivor directed, non-profit organization providing services to survivors of sexual violence. We support all women: cis or trans, immigrant, Indigenous, LGBTQ2+, women with disabilities, women of color, survivors of war and torture. We believe that a community free of sexual and gender -based violence is possible and we are committed to doing our part to build it. We serve the Ottawa area.

Position Summary

The person in this position will have primary responsibility for offering direct services to survivors, using the feminist, survivor directed, anti oppression peer support framework, in Centre and in the community. They will provide program specific and general outreach services. They will maintain direct services records and they will take the lead in meeting the support work needs identified in all Centre Grants. Detailed duties are outlined in the position job description.

It is therefore essential that the person in this position complete the Centre's volunteer training and maintain availability to provide, in Centre, one on one support services. In addition, the person in this position will report directly to the Executive Director with respect to all aspects of their employment and collaborate with the staff team in carrying out the Centre's annual priorities.

Essential qualifications

SASC Ottawa volunteer training or successful participation in, and completion of the first available training offered; Computer and Social media literacy; Excellent verbal and written communication; Successful completion of a vulnerable sector check. Completion of a post

secondary diploma OR five years of experience providing direct services using a feminist, survivor directed, anti oppression, intersectional approach (It is the responsibility of the Applicant to provide sufficient details in their application, to support this); knowledge and understanding of the issues facing survivors of sexual violence and gender-based violence.

Assets

Experience providing peer support; understanding of survivor directed feminist perspectives, Group facilitation skills and experience and a Degree or Diploma in a related field, experience co.

Compensation

This position anticipates a 35 hour work week. The compensation ranges from a biweekly gross salary of \$1960.00 to \$2147.60; depending on experience. A prescription/dental benefits plan is offered for this position, following the successful completion of a three month probation period.

Job Description

1. This position is a contract position, requiring availability, from August 12th, 2024(or as soon as possible thereafter) to March 31st, 2025.
2. For the duration of the contract, the Direct Services Coordinator will carry out the following job responsibilities:

Support Work:

- Weekly advocacy/accompaniment (flexibility required to provide a minimum of two)
- A minimum of 5 (five) weekly spots available for long term individual support
- A minimum of 2 (two) weekly spots available for short term individual support
- A minimum of 1 (One) crisis Line shift weekly
- A minimum of 3 (three) general support groups facilitation/co-facilitation per year (Prorated for the duration of this contract) - i.e manage wait list, facilitate and choose facilitators, ensure Group training runs once per year and support co-facilitators as needed
- 1 (one) specialized group in the General Program; i.e manage wait list, facilitate and choose facilitators, ensure Group training runs once per year and support co - facilitators as needed
- Additional groups and additional individual support as required by the demands on the Centre from time to time and directed by the Executive Director

Administrative Responsibilities:

- Calls, intake and correspondence related to direct services
- Direct services policy input
- General programs records management
- Service delivery Statistics
- Program funding Applications (collaboration)
- Direct Services Wait list coordination
- Group support coordination
- Support line coordination
- Support line promotion and support line visibility initiatives
- Continuous coverage initiatives
- Social media updates

Training

- Training committee
- Direct services training sessions (individual support, support line, advocacy, group support, qualities of a support worker)
- Training manual

General household Responsibilities

- Day to day household chores shared with other staff
- Bi -weekly staff meetings
- Twice monthly support work meetings
- Keep up to date on community events, resources and relevant issues related to peer support work in the Ottawa area (e.g groups at other Centres, etc)
- Community events as directed by the Executive Director

Outreach

- Weekly attendance at various locations to deliver program support to survivors

- Maintaining partnerships through regular outings with specific service providers (according to the annual priorities set)
- Collaboration with other members of the staff team in carrying out outreach activities

Other

- Compliance with SASC values, politics, basis of solidarity and policies
- Participation in Volunteer appreciation initiatives
- Quarterly staff reports and an Annual performance evaluation
- Other responsibilities as directed by the Executive Director

This position contemplates a minimum of three days a week, in-person work.

SASC Ottawa is an anti-racist, anti-oppression, feminist organization. We strive to reflect the diversity in our community. We therefore encourage all women and non-binary individuals, including women of colour, transwomen, Indigenous women, LGBTQ2++ and women with disabilities to apply.

Applications will be accepted until July 29th, 2024, 5:00 p.m.

We thank all those who apply, however we will only be contacting candidates selected for an interview

Please address your Resume and cover letter to the Executive Director at admin@sascottawa.com by July 29th, 2024 at 5:00 p.m.