



**Job Posting:
Women's Advocate (Reduced fulltime), Shelter Programs**

Sandgate Women's Shelter of York Region Inc. is a feminist organization, dedicated to empowering all persons who identify as women and their children through safe shelter, resources, information and advocacy in order to eliminate violence in their lives. Established in 1992, Sandgate Women's Shelter of York Region strives to meet the needs of all women and their children in an inclusive and respectful manner.

Job Title: Women's Advocate (Reduced fulltime), Shelter Programs

Terms: Reduced fulltime position (32 hrs/week). Bargaining Unit Position.

Location: Work onsite at Sandgate Women's Shelter site, located in Richmond Hill in York Region.

Shifts: This position is a permanent overnight position: Wednesday, Thursday, Friday and Saturday (4 nights) 11pm-7am. 32 hrs total per week.

Compensation: \$25.93 per hour + benefits

The Women's Advocate (Reduced fulltime), Shelter Programs, reports to the Shelter Supervisor and works in co-operation with all staff at Sandgate Women's Shelter of York Region. Sandgate Women's Shelter of York Region Inc. works within a harm reduction, feminist and intersectional framework, following the mission, vision and guiding principles of the organization.

Major Responsibilities

The Woman's Advocate (Reduced fulltime) provides immediate and responsive crisis counseling, in person and by telephone, to persons who identify as women and their children. Service delivery includes crisis intervention, information dissemination, supportive counselling, advocacy, safety planning, referrals, problem solving and goal setting. This position is a permanent overnight position: Wednesday, Thursday, Friday and Saturday (4 nights) 11pm-7am.

- Provide crisis intervention and supportive, solution-focused counseling through the crisis support line and in-person at the shelter(s), as needed
- Lead participation in, and promotion of, co-operative living within the shelter environment
- Conduct safety risk assessments
- Develop proactive safety planning, on the crisis support line and in person at the shelter(s) for all women and children
- Knowledge of and compliance with relevant legislation (i.e. Child and Family Services Act)
- Conduct intake and discharge process for all women and their children who access services within the shelter(s)
- Assist women by providing support in navigating the social services system and providing relevant referrals, as per the woman's individual needs
- Provide advocacy on behalf of all women and children and in response to presenting needs
- Refer to relevant resources and organizations within the community
- Assist women in completing individualized service delivery plans, with an emphasis on problem-solving and next-step planning

Administration and Documentation

- Understand and comply with all organizational policies, procedures and service delivery guides
- Understand and comply with all organizational safety, security and emergency procedures

- Describe and model Sandgate Women’s Shelter service processes, commitments, values and obligations to support-seekers
- Collect and report relevant data and statistical information
- Maintain accurate, timely, and confidential documentation, i.e.: client management/database updates, monthly reports, communication logs, notes, intake and discharge documentation
- Participate in case consultations and warm referrals, as needed

Shelter and Team Collaboration and Support

- Participate in the day to day maintenance of the shelter
- Monitor incoming calls, visitors and property, following all safety and confidentiality policies
- Adhere to health and safety requirements and all organization requirements
- Participate in supervision and/or team meetings
- Uphold ethical standards, professional boundaries, and mandatory reporting obligations
- Where crisis situations occur, respond in accordance with organizational protocols
- Work in co-operation with all Sandgate Women’s Shelter staff and community partners

Key qualifications:

- Understanding of gender-based violence, particularly intimate partner violence, across diverse intersections of identity (e.g., race, faith, sexual orientation, and gender identities)
- Demonstrated experience working with survivors of gender-based violence and survivor-serving organizations from trauma-informed, feminist, anti-colonial, anti-racist, and anti-oppression frameworks
- Experience working in gender-based violence and/or sexual violence services
- Experience providing crisis intervention and/or brief counselling to survivors of gender-based violence, particularly intimate partner violence
- Knowledge of trauma, substance use, mental health and their interaction with violence against women
- Experience working with women of diverse socioeconomic statuses and other diverse social identities
- Demonstrate active listening and ability to respond to individuals and groups
- Ability to find solutions to problems and provide workable solutions
- Demonstrated professionalism and a positive work ethic within communication skills, interpersonal effectiveness and conflict resolution
- Knowledge of the social services system, and ability to effectively navigate within it
- In depth knowledge of York Region’s resources and services
- Knowledge of relevant legislation (i.e., the Child and Family Services Act)
- Excellent communication, organizational, conflict management and interpersonal skills
- An ability to work independently as well as part of a team
- Post secondary degree or diploma in a relevant discipline (ie. social work, social services, counselling, women’s studies), or other post-secondary education and experience
- Computer proficiency; experience completing reports and client notes an asset
- A second language other than English and French is an asset
- Valid CPR/First Aid certification
- Must be available to work onsite at Sandgate Women’s Shelter sites in Richmond Hill in York Region
- Must be available for overnight availability

Application deadline: Friday, June 12 at 5pm

Please submit a cover letter and resume to:
 Lisa Peters, Administrative Assistant
 Sandgate Women's Shelter of York Region Inc.
 Email: LisaP@sandgate.ca

Accommodation is available on request for candidates taking part in the selection process.
 Only applicants selected for an interview will be contacted.