

Director of Counselling and Crisis Services

About the Centre

The Sexual Assault Centre Kingston is a feminist, non-profit organization providing services to survivors of sexual violence. We believe in a community free of sexual violence is possible and we are dedicated to building such a community. We serve Kingston, Frontenac, and Lennox and Addington Counties; our services are offered at both our office and at a variety of off-site locations, including in Napanee. We serve survivors of all genders, those with both recent and historic experiences of violence, and in both official languages.

Position Summary

Reporting to the Executive Director, this is a management position which oversees SAC Kingston's counselling and crisis line programs including; providing clinical supervision, leading the counselling team and volunteer coordinator through changes and updates to the programs, coordination of services to survivors, and providing leadership to the team. In addition, this position acts as a program director, contributing to human resource decisions. This position will include the delivery of counselling that falls within psychotherapy and thus does require membership in one of the governing colleges regulating the act of psychotherapy (including, but not limited to, College of Registered Psychotherapists, College of Social Workers and Social Services Workers, College of Psychologists, and College of Nurses). Further this position is responsible for providing clinical supervision to the team and will be required to be able to provide supervision.

Qualifications

- A Masters level education in a program such as Counselling Psychology, Social Work, Counselling
- The ability to practice psychotherapy in the Province of Ontario and be able to, or willing to acquire the needed courses, to provide clinical supervision
- At least five years of one-on-one counselling experience as well as strong crisis management skills
- In depth knowledge and understanding of the issues prevalent for survivors of sexual violence and gender-based violence
- Understanding of feminist perspectives and violence against women as well as a thorough understanding of trauma theories
- Group facilitation skills and experience
- Excellent verbal and written communication
- Computer literate, specifically Microsoft Office and Google Suite



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- Languages other than English, a valid driver's license and reliable transportation are both considered an asset
- Successful completion of vulnerable sector CPIC is a requirement

Compensation: This is a full time, 1 year contract position with the possibility of becoming permanent. The successful candidate will be compensated in our Director salary grid, which ranges from \$32.35 to \$42.78 for 32 hours per week commencing on or about June 29, 2026. Further, SAC Kingston offers a competitive health and dental benefits plan along with a matching pension contribution plan to our employees, and extensive professional development opportunities.

We recognize that BIPOC and other equity-deserving community members are disproportionately affected by sexual violence. At SACK, we have promised to do better in representing our community and to take meaningful steps toward eliminating systematic racism and oppression. In line with this commitment, we strongly encourage applicants who self-identify as belonging to BIPOC, newcomer, gender diverse, and other equity deserving groups to apply.

To apply, please send your cover letter and resume to director@sackingston.com.

Internal and external postings will take place simultaneously. Applications will be accepted until June 15th, 2026.

Inquiries about this position can be sent to director@sackingston.com.

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

Director of Counselling and Crisis Services

Role Overview:

Reporting to the Executive Director, the Director of Counselling and Crisis Services is responsible for the following tasks, activities and assignments:

Leadership and Program Oversight:

- Provide strategic leadership, vision, and oversight for counselling and crisis support services.
- Ensure programs are trauma-informed, survivor-centred, and delivered through an anti-racist/anti-oppressive, intersectional framework.
- Collaborate with staff and survivors to shape responsive, accessible, and innovative services.
- Develop and implement policies, procedures, and service standards in collaboration with the leadership team.
- Oversee the planning, implementation, and evaluation of counselling and crisis program activities.
- Identify, assess, and inform the Executive Director of internal and external issues that impact the organization.
- Navigate formal and informal complaints from service users, volunteers, community partners, and stakeholders relevant to the counselling and crisis support programs.

Staff Support and Development:

- Supervise, mentor, and support counselling and crisis support staff, including clinical team leads, counsellors, and volunteer coordinators.
 - Provide clinical supervision and case consultation for counselling team members, crisis support staff, and students, in collaboration with the clinical team lead.
 - Foster an environment of learning, collaboration, and accountability.
 - Lead counselling team meetings, peer supervision sessions, and wellness initiatives to support teamwork, connection, and resilience in trauma-intensive roles.
 - Supervise and mentor placement students, ensuring thorough onboarding and ongoing support.
 - Facilitate effective onboarding processes for new staff members within the counselling and crisis support programs.
 - Consult and participate in HR decision-making for staff under direct supervision.
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- Conduct performance evaluations for staff under direct supervision, in consultation with the Executive Director.

- Meet regularly with the volunteer coordinator and clinical team lead to address staff/volunteer challenges and program barriers.

Strategic Planning and Partnerships:

- Contribute to organizational strategic planning and lead counselling/crisis support program planning.
- Strengthen relationships with healthcare, justice, and community partners to improve survivor supports.
- Champion initiatives that address systemic barriers and promote equity in services.
- Represent the Centre on committees, networks, and working groups related to counselling, crisis response, and gender-based violence, as capacity allows.
- Network with other Sexual Assault Centres across the province and local organizations to share resources and strategies, as capacity allows.

Equity and Access:

- Maintain up-to-date knowledge of intersectional feminist, anti-racist/anti-oppressive practices, and emerging trends in supporting survivors of sexual violence.
- Lead initiatives to reduce barriers to service, including for BIPOC, 2SLGBTQIA+, newcomer, disabled, rural, and low-income survivors.
- Ensure services are responsive to linguistic and cultural needs, with translation/interpretation and culturally-specific supports as appropriate.
- Provide and support staff in making referrals for survivors requiring services beyond the scope of the Counselling Program.

Administrative and Operational Responsibilities

- Monitor program budgets, staffing work plans, and resource allocation in collaboration with the Executive Director.
- Ensure counselling and crisis support programs meet ethical, professional, and legal standards of care.
- Prepare reports, proposals, and program updates for the Executive Director, Board of Directors, funders, and stakeholders, as requested.
- Collect and provide statistical data and program reports to the Executive Director.
- Support fundraising and grant applications, as needed.
- Participate in management and leadership team meetings and engage in ongoing professional development.
- Maintain up-to-date training and knowledge of the organization's client records database (Jane) and the crisis line platform and tools (Izzy, Slack).
- Collaborate with the clinical team lead to update resources, forms, intake processes, and interview materials to reflect evidence-based practices in clinical settings.



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Direct Service:

- Provide individual and group counselling to survivors of all genders of sexual violence, when required or when capacity allows.
- Engage in crisis management/intervention with service users with complex, multifaceted needs.