



Job Title: Family Violence Prevention Program Coordinator
Position Type: Part-Time in-person 20 hours/week (20 paid hours)
Reports to: Executive Director

Wilmot Family Resource Centre (WFRC), a charitable, multi-service organization, requires a part-time **Family Violence Prevention Program Coordinator** (20 hours per week) at their New Hamburg location.

POSITION OVERVIEW:

Reporting to the Executive Director, the FVPP Coordinator will be responsible for providing programs, services, and support to women* and their children in the rural community who are experiencing or have experienced a range of abuse and violence in their relationships. The FVPP Coordinator will provide risk and safety management, individual and group psychoeducational support based on identified client needs towards increased safety, empowerment, mental wellness and healthy relationships. They will refer clients seeking trauma-informed therapeutic support to the FVPP Counsellor on staff at the agency or externally as appropriate. On occasion, they may accompany clients to legal processes and advocate for clients as appropriate with service providers and agencies in the region. As the FVPP aims to contribute to the work of prevention of gender-based violence and relationship abuse, they will also occasionally facilitate public outreach and education opportunities. *Women refers to cis and transgender women

The FVPP Coordinator will work collaboratively with the FVPP Counsellor, agency staff, and the community to identify needs of women and their children and develop potential partnerships with other agencies to offer programming to complement existing services. They will also build rapport with clients, secure trust and confidence, and make referrals internally and to other community services and supports as appropriate. They will participate in the Domestic Violence Service Coordination Committee (DVSCC) and work collaboratively with VAW and CAS agencies in accordance with the collaboration agreement in the region. As well, they will compile and enter necessary data and documentation into agency and partner data systems while maintaining accurate, timely and complete electronic and paper files. They will work primarily weekdays with occasional after-school, evening and weekend hours required.

QUALIFICATIONS AND SKILLS:

- A bachelor's degree or diploma in social work or related fields of human services with at least two years' experience working with people impacted by gender-based violence, relationship abuse and recovery supports
- Ability to facilitate intake processes, risk assessment, safety planning, and case management
- Working knowledge of gender-based violence, intimate partner violence, family violence and abuse, and anti-human trafficking resources and services
- Familiarity with current legislation, family court and legal processes, special priority housing applications, financial supports, and community services is an asset
- Education, training and/or knowledge through experience with mental health and wellbeing
- Experience working with children and families from diverse cultural and socio-economic backgrounds
- Excellent verbal and written communication skills and proficient in the use of technology and various applications (Microsoft office and suite)
- The ability to problem solve, manage time well, and prioritize responsibilities
- Flexible, organized and ability to work independently with minimal supervision and within a team environment
- Strong interpersonal skills including exercising compassion, discernment, & modelling of appropriate boundaries
- Uses a non-judgmental, holistic, trauma-informed, inclusive approach
- Knowledge of WFRC programs and services and other community resources an asset
- Have access to reliable transportation
- Fully vaccinated against COVID-19
- Clean Vulnerable Police Records Check
- CPR and First Aid certificate an asset

DETAILS: Part-time 20 hours/week, \$28.80/hour wage, expected start date June 24, 2024. Applicants will only be considered if they include a cover letter and resume that clearly demonstrates how their previous skills and experience correspond to each of the above requirements. **Applications are due by noon on June 5, 2024**, to Trisha Robinson, Executive Director, Wilmot Family Resource Centre, 175 Waterloo St. Unit 1, New Hamburg, ON N3A 1S3; or by email to info@wilmotfamilyresourcecentre.ca Attn: Trisha Robinson

Wilmot Family Resource Centre is committed to employment equity and providing equal opportunity for people with disabilities. We encourage applications from people representing the diverse communities we serve, and if requested, we modify our recruitment and hiring processes to make accommodations that are responsive to applicants' needs.