

# Internal/External - Permanent Full Time Posting

<b>Position Title:</b> Permanent - Women's Outreach Worker	<b>Agency:</b> Prince George & District Elizabeth Fry Society
<b>Department:</b> Family Programs – Tamara Bjorgan, Manager	<b>Employee Group:</b> BCGEU- this position requires union membership
<b>Current Location:</b> 347 Hwy 16 Burns Lake	<b>Salary Range Steps:</b> \$23.10 - \$26.91 (collective agreement)
<b>Current Hours per week:</b> 35	<b>Position Status:</b> Permanent Full Time
<b>Current Shift Schedule:</b> Monday – Friday 8:30 am – 4:00 pm	<b>Anticipated Start Date:</b> October 4, 2021

## NATURE OF POSITION:

The Outreach Worker will provide a range of support, follow-up, information, referral, community coordination, and public education services to respond to the specific needs of women who have experienced or are at risk of abuse, threats, and/or violence. The Outreach Worker will also respond to the diverse and individual needs of the women.

The program provides information, referrals, support and accompaniments to clients. This position is required to work in a stressful environment often dealing with individuals working through difficult and high stress situations. Some work will be required outside normal office hours, but within the posted hours per week.

## REQUIRED EDUCATION, TRAINING AND EXPERIENCE

- A minimum of a diploma in Human/Social Services or related field
- At least one (1) years' recent related work experience, working within a feminist framework
- Experience in the community social services sector and in the criminal justice systems and community based programs

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Good interpersonal communication, oral and written skills;
- Good knowledge of victim's rights, community agencies and referral procedures;
- Knowledge about violence in relationships substance abuse and misuse, emotional, physical, and mental abuse, the effects of trauma on the lives of women and their dependent children, and systemic pressures that marginalize women and their dependent children;
- Knowledge about children who witness violence;
- Ability to work independently and be a team player.
- Strong ability to conduct client intake and assessment
- Excellent understanding of the dynamics of abuse and gender violence
- Strong ability to maintain confidentiality and demonstrate a high degree of professional boundaries.
- Excellent ability to provide emotional support to clients through active listening, and validating client's emotions through an empowerment lens.
- Good knowledge of other community services and resources and ability to provide appropriate referrals to clients.
- Excellent ability to provide crisis response and intervention/support.
- Ability to engage in public education to raise awareness of physical or sexual assault and/or abuse.
- Ability to develop community relationships and liaise with community service agencies.
- Ability to be flexible and respond to phone calls and walk in clients in crisis situations
- Proficient computer literacy including database programs and strong record keeping skills
- Ability to maintain accurate, and appropriate file notes
- Seek appropriate and timely managerial supervision and debriefing.
- Valid Class 5 BC Driver's license and use of own vehicle for transportation if required.

*Each applicant is responsible for ensuring that the Society receives his/her application by noon on the closing date. As per collective agreement qualified internal candidates will be considered and interviewed prior to external candidates*

**Reply to:** Tamara Bjorgan  
PO Box 316  
Burns Lake, BC V0J 1E0  
tamara@pgefry.bc.ca

**Date Posted:** September 17, 2021

**Fax:** 250-692-7566

**Closing Date:** ongoing