



## SHELTER RELIEF COUNSELLOR

Are you looking for opportunities to enhance your Social Service skills and experience? Do you want a change from full-time work or to 'keep your foot in the door' after retirement? Are you available on an as-needed basis to work day, evening, overnight and weekend shifts? Then Family Transition Place (FTP) has the Shelter Relief Counsellor position for you!

FTP operates an Emergency Shelter for women and their children who are dealing with the effects of abuse. The shelter is located in Orangeville, Ontario.

Shelter Relief Counsellors are an important component of FTP's services and programs.

### **Relief Counsellors are responsible for providing:**

- Crisis Line response and support
- Supportive one-on-one and group counselling; information and referral to appropriate legal, medical and housing services and other community resources
- Completion of administrative tasks i.e. record keeping, intake procedures, reports
- Routine facility maintenance and security procedures

### **Qualifications:**

- Post Secondary Education in the Social Service field
- Understanding of violence against women and children issues
- Crisis intervention and problem solving skills
- Strong supportive counselling skills
- Good written and oral communication skills
- Ability to work both cooperatively as a team member and independently with minimal supervision
- Basic knowledge of community resources and how to access them
- Knowledge of basic shelter facility management
- Skill in the use of a personal computer for word processing
- Availability for shifts on a short notice
- Proof of valid Ontario Driver's Licence and automobile insurance
- Vulnerable Sector Records Check

### **Hours of Work:**

- As-needed basis within a rotating schedule of day, evening, overnight and weekend shifts.
- **Please note:     Must be available for overnight shifts**  
**Must be available on short notice**

FTP is dedicated to achieving a workplace that reflects the diversity of the community it serves and welcomes applications from all qualified candidates.

**Email: [jobapplication@familytransitionplace.ca](mailto:jobapplication@familytransitionplace.ca)**  
**Fax #: (519) 942-8243**

Only those applicants selected for interviews will be contacted.