

## JOB DESCRIPTION

### Job Title

Specialized Resource Worker (8 Hours/Week, 1 Year Contract)

### Position Summary

The Specialized Resource Worker will work in collaboration with the Sexual Assault Response Coordinator, and reporting as needed to the Community Program Director, in order to fulfill the goals and objectives of the Supportive Pathways Pilot Project. A primary objective of the Supportive Pathways Pilot Project is to empower sexual assault survivors, who disclose in the Squamish area, so they experience positive attachment to follow-up community resources of their own choosing.

To support and uphold the mission and values of the Howe Sound Women's Centre Society.

### Key Duties and Responsibilities

#### Support, Education, Referrals, Advocacy

- Provide client-centered and trauma-informed support to sexual assault survivors who disclose or present in the Squamish area within the scope of Supportive Pathways Pilot Project;
- Support awareness of the Third Party Reporting (TPR) option;
- Support and/or conduct sexual assault prevention training to the hospitality sector in Whistler;
- Assist with the coordination and facilitation of the bi-monthly Sea to Sky Sexual Assault Response Committee (SARC), including any follow-up communications and assigned actions;
- Support increased awareness on the current availability of sexual assault services in the Sea to Sky Corridor;
- As delegated, assist the Community Program Director with the process of the Howe Sound Women's Centre Society becoming more inclusive of all genders from the lens of sexual assault response and prevention.

#### Administration

- Assist the Community Program Director and SARP Coordinator in the reporting requirements of the Supportive Pathways Pilot Project to the Civil Forfeiture Office of British Columbia.
- Maintain work emails, phone messages; responding to internal communications as needed;
- Assist with the development, creation and distribution of current SARP informational material, including uploading new content to the hswc.ca website and social media feeds;
- Attend staff meetings and/or trainings made available through the HSWC;
- Provide short written reports to the monthly HSWC e-newsletter and a short monthly activity report for the Board of Directors on the Supportive Pathways Pilot Project;

## **Community Relations**

- Raise awareness in the community on the intersectional oppressions and barriers faced by sexual assault survivors;
- Build positive community connections to encourage referrals to SARP programming or other HSWC programs and resources;
- Provide community partner communications as needed to benefit Supportive Pathways clients;
- Represent HSWC at public events as needed;
- Refer all media enquiries to the SARP Coordinator or Community Program Director.

## **Skills & Experience**

### **Experience**

- A minimum of two years' experience providing front-line support to a diverse client-base.
- Training in Crisis Intervention and Stabilization; Brief Solution-Focused Therapy and Trauma Informed Practice preferred.
- Experience providing service to clients with varying levels of mental wellness, homelessness and substance use difficulties preferred.
- Experience navigating health, social and/or legal systems is an asset.
- Building cross-cultural safety within newcomer and Indigenous communities is an asset.
- Post-secondary education in social services or gender studies, or a related discipline, is preferred.

### **Skills**

- An understanding of the dynamics of power-based violence against vulnerable populations;
- An understanding of the ongoing impacts of colonization and residential schools upon Indigenous Communities.
- Strong communication skills (both oral and written) with comfort in public speaking
- Strong computer abilities. Experience in graphic design and/or creating social media content is an asset;
- Strong networking, organizational, time-management and problem-solving skills.
- Positive stress-management ability.

### **Personal Characteristics**

- A passion to make a positive difference in the lives of people impacted by sexual violence in the Sea to Sky region.
- Able to develop strong working relationships internal and external to the organization.
- Adaptable and flexible.
- Resourceful, able to resolve problems quickly and effectively.

## **Other Requirements**

- Able to pass and maintain a Criminal Record Check – including vulnerable persons
- Fluency in another language an asset
- Access to reliable transportation and a valid Driver's License.

