

JOB DESCRIPTION

Position Title:	Indigenous Women's Bridging Services Facilitator
Reports to:	Indigenous Women's Bridging Program Manager
Hours:	8:00am to 4:00 pm
Term:	Full time
Start Date:	Immediate start available.
Salary:	\$27.50 to \$30.00

About Bridges for Women Society:

Bridges has been providing life-changing programs to women overcoming the effects of trauma and abuse since 1988. Bridges inspires women affected by trauma, violence, or abuse to reclaim their lives and build financial security through our healing, education, and employment programs. Our services are open to all women (transgender and cisgender), non-binary, and two-spirit people who identify as a part of the women's community and who have been impacted by violence or trauma at any time in their lives.

Summary of Position:

The Indigenous Women's Bridging Services Facilitator is responsible for online intake, case management, curriculum co-development, and outreach for Bridges' Online Services. The Facilitator provides facilitation in an online classroom in addition to offering regular support and coaching utilizing telephone and related supports. The Facilitator also collaborates with remote community partners and referral agencies.

Job Duties:

Group Facilitation and Curriculum Development:

- Work in partnership with local First Nation's Employment and Health Departments to deliver on-reserve services
- Facilitate group workshops on personal development such as: boundaries, assertiveness, communication skills, self-esteem building, learning styles, recognizing, understanding, and overcoming the impact of abuse, breaking the cycles of abuse
- Facilitate group workshops on employment related skills such as: experience database, resume writing, workplace behaviors, interviewing skills, volunteer placement
- Plan, review and deliver curriculum focused on trauma recovery with an emphasis on culture, safety, resource building and strengthening resilience, personal development, employment readiness, and communication skills development
- Organize and coordinate classroom learning
- Track participant attendance
- Work as part of a team on project development and curriculum writing

Intake and Individual Client Support:

- Conduct intake interviews and assessments/screening of potential program participants
- Organize and maintain client intake systems and protocols including client follow-up

- Engage in crisis intervention, assessing suicide risk, creating safety plans, partnering with other community resources as needed
- Provide 1:1 support for women who have experienced trauma living with mental and physical health challenges such as complex PTSD, depression, anxiety, addiction issues, grief and loss, anger, chronic illness
- Provide 1:1 career coaching to women who have experienced violence, abuse, and trauma
- Refer clients to appropriate community resources and advocate when appropriate for access to supports
- Participate in case conferencing and clinical debriefing with a multi-disciplinary staff team
- Maintain confidential client files including updated case notes and required documents

Qualifications:

- Bachelor's or master's degree in the following: social work, counselling, psychology, education, or a relevant combination of experience and education in a related field
- Proficiency in providing 1:1 and group-based services to women who have experienced violence abuse and trauma, with an understanding of the interconnection between trauma and addictions
- Demonstrated understanding of issues specific to Indigenous women such as intergenerational impacts of residential schools, colonization, discrimination, and isolation
- Knowledge of culture and protocol of Lekwungen-speaking and WSANEC peoples
- Experience with trauma-informed counselling approaches such as, person-centered, mindfulness, cognitive behavioral therapy, narrative therapy, somatic experiencing, integrative mind/body/spirit approaches, and career and life planning
- Experience with intake, assessment, crisis intervention and safety planning
- Experience facilitating psycho-educational and employment training workshops
- Demonstrated program coordination skills
- Working knowledge of community resources and social/legal systems
- Experience with maintaining confidential client databases and client files

Skills and Abilities:

- Knowledge of feminist and adult learning approaches to group facilitation and learning with a focus on resilience and strength-based perspectives
- Knowledge of violence, abuse, and poverty and how they affect women's economic status, employability, and ability to learn
- Leadership and ethical conduct including a high level of respect for confidentiality and professional boundaries
- Comfort with a non-hierarchical structure and consensus decision-making processes and work environment
- Skill and training in trauma counselling approaches including containment and grounding techniques; ability to mirror back the courage, bravery, skills, and strengths of the women we serve
- Support women to create meaning from the past, develop and implement a vision for the future, set goals and act leading to employment

- Assist women to break the abusive cycle by becoming more independent and self-directed
- Ability to assess individual and group learning needs and adapt approaches accordingly
- Excellent written and oral communication skills
- Program outreach and community engagement skills
- The ability to work cooperatively, evidence of honesty, trustworthiness, and non-judgmental attitude
- Strong information technology skills including ability to learn specialized database systems and use MS Office software
- Presentation skills including proficiency with Power Point
- Conflict management and conflict resolution skills
- Solid commitment to personal and professional wellness practices
- Understands that personal and professional self-care and is an ethical imperative which supports healthy boundaries and work- life balance.

Additional Note: A vulnerable sector criminal record check is a requirement for this position.

We aim to have the Bridges staff team reflect the participants we serve. We encourage self-identified women, non-binary people, and two-spirit people who identify with the women's community to join our team. We value diversity and live experience, and (enthusiastically) welcome applicants who identify as Indigenous, racialized, a person with a disability, and/or a member of the LGBTQ+ community.

We acknowledge with respect the traditional territories on which Bridges for Women is located are the lands of the Lək̓ʷəŋən peoples (Esquimalt and Songhees nations). We also offer programs and services in the territories of the WSÁNEĆ (Pauquachin, Tsartlip, Tsawout, and Tseycum nations), Malahat (Mill Bay), Pacheedaht (Port Renfrew), Scia'new (Beecher Bay), and T'Sou-ke (Sooke) peoples. Through our partnership with the North Island Employment Foundations Society, we also deliver online programs in the traditional territories of the Kwakwaka'wakw, Nuu-chah-nulth and Coast Salish peoples.

Please submit your cover letter and resume via email to tanya@bridgesforwomen.ca. Applications submitted via recruiting websites (including Indeed) and social media platforms will not be considered. We thank all applicants for their interest. Only applicants selected for an interview will be contacted.