

1Up Victoria Single Parent Resource Centre Society provides single parents, caregivers and children with opportunities for learning and growth through our resources and services, in a welcoming and non-judgmental environment. Through its Counselling Program 1Up provides short term individual and crisis counselling to single parents. The Society is seeking a skilled and caring professional for the role of:

Counsellor

Areas of Responsibility:

- Assist clients with parenting and other issues relevant to their needs;
- Maintain a thorough knowledge of community resources relevant to single parents; refer clients to appropriate professionals/community agencies;
- Contact and arrange for immediate professional assistance for clients in suicidal crisis; follow up with client and referred professional;
- Contact the Ministry of Children and Family Development or other appropriate authority when harm to self or others is reported or suspected; follow up with client and authority contacted;
- Assist and empower clients in contacting appropriate government and community agencies/resources to address personal and family needs in service of fostering independence;
- Write client referral and reference letters at client's request;
- Provide education and advocacy around single parent issues to other professionals, agencies and the community; attend community and government meetings related to client and Centre needs;
- Respect and protect client privacy and confidentiality at all times in accordance with 1Up's policies;
- Maintain client statistics and write monthly narrative program reports;
- Attend scheduled staff meetings;
- Perform related duties as required.

Qualifications:

- Master's degree preferred in counselling, social work or related discipline;
- A minimum of 5 year's demonstrated counselling experience; or,
- The equivalent combination of education, training and experience;
- Effective group facilitation skills;
- Strong knowledge and understanding of trauma informed practice;
- Demonstrated crisis intervention skills;
- Excellent written and oral communication skills;
- Demonstrated teamwork and leadership skills;
- Excellent time and general management skills;
- Proficiency in a Windows environment in common desk top applications;
- Ability to work effectively with other professionals and community service providers;

Additional Requirements:

- Proof of current regulatory and/or professional registration;
- Position is subject to completion of a successful criminal record check;
- Position requires a flexible work schedule

Please submit a cover letter and resume to: Personnel Committee, 1Up Single Parent Resource Centre, 602 Gorge Road East, Victoria, BC V8T 2W6 or by email to: info@1-up.ca Job description available upon request. Only shortlisted candidates will be contacted. Posting to remain open until filled.