

WOMEN IN CRISIS (ALGOMA) INC.

Invites applications for one (1) position of:

Transitional and Housing/Family Court Support Worker – Permanent Full Time

Reporting to the Director of Programs and Staff, the Transitional and Housing Support/Family Court Support Worker works with women in Sault Ste. Marie and the Algoma District as they work towards establishing a life free from abuse and violence.

DUTIES AND RESPONSIBILITIES:

Transition Planning:

- Assist women with safety planning.
- Work with women to develop and implement transitional plans by identifying needs, short and long term goals that a woman would like to achieve.
- Identify and discuss the resources required to achieve those goals and assist women to access and obtain those resources.
- Support and assist women as they work through the various steps of their transitional plans.
- At their request, accompany women to appointments which may require advocacy.
- Assist women to understand and complete forms, documents, applications, reports, etc. required to fulfill her transition.
- Make referrals to counselling services, including the Child Witness Program, other resources such as social assistance, legal aid, parenting support, education and training, health services, etc.
- Advocacy with third parties, where necessary, such as interactions with CAS, enrolling children in school, lawyers, etc.
- Provide court support, assisting with court documents, accompaniment to court
- Apply Health and Safety Procedures.

Housing Support:

- Assist women to locate safe, affordable housing.
- Determine eligibility for Special Priority.
- Assist with forms and documentation required to enlist on Special Priority list, regular social housing, or other types of housing.
- Provide guidance and/or referrals in areas of finding and maintaining housing, including budget management and life skills.
- Offer advocacy with landlords and social housing providers.
- Work to avoid evictions by developing referral agreements with housing providers.

Family Court Support:

- Provide support and information to women survivors of domestic violence involved in the family court process.
- Support the woman as she records the history of abuse for court documentation.
- Provide the woman with safety planning, risk assessment where appropriate and assist with safety planning related to the court attendances.
- Provide the woman with an understanding of the Family Court system and the legal aid process.
- Support the woman with follow through on requests received from lawyers.

- Debrief and discuss court outcomes, lawyer appointments, Family Law Information meetings, consultations with Duty Counsel and next steps.
- Refer the woman to specialized services (both domestic violence-specific and culturally relevant service) in their community.
- Provide direct services and support to domestic violence women survivors involved in the family court process in Sault Ste. Marie and Algoma District.
- Provide other services as they arise with Family Court matters.

SKILLS AND QUALIFICATIONS:

- Preferably a degree or diploma in human or social services with one year experience working towards social change and equality issues.
- Thorough understanding of gender-based violence and its effects on children and society.
- Demonstrated knowledge of resources in Sault Ste. Marie and surrounding area.
- Ability to work independently.
- Ability to organize and prioritize multiple tasks.
- Good conflict resolution skill.
- Good written and verbal communication skills.
- Clear criminal record check.
- Certification in CPR and First Aid preferred.
- Valid G driver's license and clear driving record.
- Fully vaccinated against COVID-19.

Women In Crisis (Algoma) Inc. is committed to having a workforce that is reflective of the diversity of The City of Sault Ste. Marie and strongly encourages applications from all qualified women, especially those who can provide different perspectives and contribute to a further diversification of ideas, cultures and sexual orientation.

Wage: \$29.48 - \$31.93 (37.5 hour workweek)

Group RRSP after one year

Full benefit package

Vacation Time

Personal Days

Please forward your resume and cover letter, to the attention of:

Kelly O'Donnell, Director of Programs and Staff

Women In Crisis (Algoma) Inc.

23 Oakland Avenue

Sault Ste. Marie, ON P6A 2T2

Fax: (705) 759-3239

Email: programs@wicalgoma.com

A detailed job description is available at the above noted address. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

The closing date for applications is **May 15, 2024 at 5:00 PM**