



EXTERNAL JOB OPPORTUNITY

CONTRACT (MARCH, 2027)

Child Witness Program Coordinator – Hybrid

SALARY: \$52,588.37

ABOUT YELLOW BRICK HOUSE:

Yellow Brick House is a leading provider of life-saving services to women, families and children who have experienced violence and abuse. We offer emergency shelter, individual, group and child counselling, legal support services, and transitional housing support.

PROFILE:

Reporting to the Supervisor of Direct Services, the Child Witness Program Coordinator will facilitate groups and provide direct support to children who have witnessed abuse against their mothers. This position will act as a liaison with schools and other agencies for children and their families as needed.

RESPONSIBILITIES:

The major responsibilities of this position include, but are not limited to:

- Provide screening, intake, and assessment to determine program eligibility.
- Administers service user satisfaction surveys as required.
- Provide services from a trauma-informed, integrated feminist, anti-racist, anti-colonial, and anti-oppression framework.
- Coordinate and facilitate in person and online groups for children who have witnessed abuse and their mothers.
- Educate women and children on issues related to gender-based violence and the effects of violence against women.
- Provide emotional support to women through groups and support children in the program with emotional regulation
- Provide individual counselling to children who have been impacted by the presence of violence in their home as required.
- Make appropriate referrals to agencies within York Region and Metropolitan Toronto (e.g. Ontario Works, Housing, Legal Aid, CAS, Police)
- Support mother/caregiver in utilizing parenting skills to address children's needs.
- Implement case plans sensitive to the needs of service users.
- Assist mother/caregiver and children in developing personal safety plans.
- Implement Let's Talk and Mothers in Mind programs for children and their mothers.
- Liaise and advocate with community agencies to facilitate awareness and understanding of children's needs.
- Work with internal teams to develop marketing strategies and plan to promote the program throughout York Region.
- Facilitate families' connection to ethno-specific services.
- Maintain daily confidential, pertinent, accurate and non-judgmental logging in WISH of all client contacts.
- Schedule group facilitators and co-facilitators programs and provide coaching/mentoring as required and support the recruitment function.
- Participate in pre and post group preparation and debrief sessions with cofacilitators

- Provide quarterly reports on program delivery, effectiveness, and initiatives.
- Participate in ongoing program evaluation.
- Work within a team environment; provides support and information to team members and assists other staff when required.
- Maintain a positive approach and a professional manner at all times.
- Demonstrate a commitment to continuous learning in order to ensure the delivery of high-quality services by keeping up-to-date on issues relating to trauma and trauma counselling as well as violence against women and methods of intervention
- Participation in internal/external committees as required.
- Other duties as required.

Engagement:

- Communicate fully and openly with supervision; keeping supervisor fully informed of relevant client and staff member information, at all times.
- Active positive participation in regular team meetings
- Maintain a positive approach and a professional manner at all times.
- Keeps up-to date on issues relating to gender-based violence and evidence-based practices for intervention as it pertains to woman and children.
- Maintain community awareness of Yellow Brick House programs throughout York Region
- Acts as a Brand Ambassador for the Yellow Brick House
- Participates in internal/external committees as required.
- Attends training sessions as required.
- Works in a team environment; provides support and information to team members and assists other staff when required.
- Fosters and maintains an anti-oppression working environment.

HEALTH AND SAFETY RESPONSIBILITIES:

- Follow the duties and responsibilities specified under the Occupational Health & Safety Act Sections 28.
- Ensure all safety and non-safety rules and regulations are followed.
- Ensure adherence to established safety, quality and housekeeping standards.
- Attends Environmental Health and Safety training.
- Adhere to Yellow Brick House health and safety, environmental, and quality standards, policies and procedures.
- Report any known hazard, defect, incident or compliance issue to the employer or supervisor.
- Understand BILL 132 & Bill 168 and uphold the policies that prohibit domestic violence, workplace violence, and sexual harassment in the Workplace.

PERFORMANCE MEASURES:

- Client Satisfaction
- Service Quality
- Accurate Documentation
- Meet program targets as defined.

QUALIFICATIONS & SKILLS:

- Completion of Social Work Diploma with practicum of 500-700 hours. Completion of BSW, MSW considered an asset.
- Fluency/competency in a second language either spoken by a large number of service users or that is required by Project Hostel is considered an asset.
- 1- to 3 years group facilitation and crisis support experience required.
- Experience in the development, implementation and evaluation of workshops and groups
- Experience working with children.

- A specialized certificate in working with children would be an asset.
- In depth knowledge of the dynamics of woman abuse and its effect on children is required
- Demonstrated knowledge and understanding of abuse/violence against women and children.
- Ability to work under pressure and within the context of the team structure.
- Ability to deliver culturally appropriate services in a multicultural environment.
- Ability to work within an anti-oppression framework.
- Knowledge and understanding of trauma, mental health issues, advocacy, substance abuse, child development and parenting would be an asset.
- Proficiency in Microsoft Word, e-mail and the Internet

CORE COMPETENCIES:

- Execution and Delivery
- Analytical
- Communication
- Interpersonal
- Time Management
- Decision Making
- Building Commitment
- Facilitation
- Trauma Informed Care & Support
- Child Centered

WORKING CONDITIONS:

- Flexible hours to accommodate program demands.
- Must be able to sit/stand for extended periods of time.
- Some risk with in facilitating workshops with vulnerable service users.

Yellow Brick House would like to thank all applicants for their interests; however, only those selected for an interview will be contacted.

Yellow Brick House is an equal opportunity employer, and we will accommodate your needs under the Ontario Human Rights Code. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Should any applicant require accommodation through the application, interview, or selection processes, please contact the Human Resources Department for assistance.

Please submit your resume to jobs@yellowbrickhouse.org