



## **Crisis Response Coordinator**

**Full-Time (40 hours/week)**

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### **POSITION SUMMARY**

The Kamloops Sexual Assault Counselling Centre is hiring a Crisis Response Coordinator. The Crisis Response Coordinator provides immediate crisis response and support services to survivors of domestic and sexual violence. Contacted through our Anti-Violence hotline, the Coordinator will offer emotional support, information on medical and reporting options, referrals, safety planning, and more. They will also provide hospital accompaniment to those survivors wishing to access medical or forensic exams at RIH. The Coordinator will also support casual crisis workers in scheduling, training and debriefing. The Coordinator will be responsible for information sharing and relationship building with community, as a means of increasing accessibility and awareness of this program. When not responding to crisis calls, the Coordinator will support KSACC and the Agency Coordinator in other duties, including but not limited to digital media strategy development and implementation, grant research and writing, and community education and prevention work.

This is a continuing full-time position, with a comprehensive benefits package. Wage dependant on qualifications, starting at \$25/hour.

### **KEY DUTIES AND RESPONSIBILITIES**

1. Monitor and respond to client calls on the Anti-Violence Hotline.
2. Provide crisis intervention, emotional support, referrals, safety planning, and information to callers.
3. Accompany survivors to RIH for medical and forensic exams.
4. Conduct consistent file management including the maintenance of client information, forms related to privacy and confidentiality, client notes and other items related to file management.
5. Maintain statistics that adhere to funder and agency requirements.
6. Participate in program evaluation.
7. Conduct referrals and/or advocacy with other community service providers as necessary.
8. Conduct follow-up calls with clients and provide support, if necessary.
9. Schedule, support, and train casual crisis workers, in collaboration with the DVSAART Coordinator and Agency Coordinator.
10. Develop and implement a communications strategy to raise the profile of this program, and the agency.



11. Actively promote the program to other service providers and the community at large.
12. Participate in Clinical Supervision, staff meetings, job evaluation and other Agency related forms of supervision and participation as required.
13. Assist in education and prevention initiatives.
14. Assist in fund development through community campaigns and grant-writing.
15. Perform other related duties as required by the Agency Coordinator.

### **QUALIFICATIONS REQUIRED**

- Relevant post-secondary education
- Minimum 3 years' experience in the area of gendered violence
- Criminal record check

### **ABILITIES/SKILLS/ASSETS**

- Demonstrated knowledge and understanding of feminist practice;
- Demonstrated knowledge and understanding of sexual violence;
- Demonstrated knowledge and understanding of trauma-informed practice;
- Demonstrated knowledge of sexual exploitation and offender patterns;
- Direct program delivery experience in the community service sector with a demonstrated working knowledge of community-based programs;
- Knowledge of relevant legislation and policy;
- Capacity to work with individuals from diverse cultural backgrounds;
- Excellent written and communication skills;
- Excellent computer skills;
- Ability to maintain appropriate files and statistics;
- Demonstrated capacity to prioritize workload;
- Demonstrated capacity to adhere to privacy and confidentiality legislation and guidelines
- Ability to work in a team environment;
- Excellent organizational and time management skills

### **CLOSING DATE**

- December 2<sup>nd</sup> at 4:00 pm

### **HOW TO APPLY**

Please submit cover letter and resume to:

**Alix Dolson, Agency Coordinator. Email: [alix@ksacc.ca](mailto:alix@ksacc.ca)**