

Prince Edward Island Rape and Sexual Assault Centre- Charlottetown, PE

**Job Title: Client Support and Systems Navigator**

**Reports To:** Clinical Supervisor

**Salary Range:** \$28 - \$33/hr

Full-Time, Permanent, 37.5 hours per week

Service hours will be delivered on a flexible basis, including some evening and weekend hours.

**Benefits:** Health, Dental and Retirement package

**Closing Date: December 22, 2023**

*This position is open to all Persons and welcomes gender-diverse applicants. We especially welcome applicants of members of marginalized groups, Indigenous persons, persons with disabilities, Two-Spirit, Trans, gender diverse, 2SLGBTQI+ persons and others with the skills and knowledge to engage productively with diverse communities.*

**Job Description:**

The Systems Advocate/Navigator is responsible for assisting survivors of sexual violence to navigate the systems and services of Prince Edward Island while supporting the Education and Prevention team, Clinical Supervisor and Therapists. The Systems Advocate/Navigator is required to be highly motivated with strong organizational, communication and interpersonal skills required to promote the values and mission of the PEI Rape and Sexual Assault Centre (PEIRSAC) through a Trauma-Informed and Diversity, Equity and Inclusion (DEI) lens while building strong collaborative working relationships with community partners and staff. Reporting to the Clinical Director the Systems Advocate/Navigator will facilitate working groups, deliver workshops, and provide regular performance updates.

**Responsibilities:**

**The successful candidate will:**

- Promote, support, and demonstrate PEIRSAC mission, vision, values and strategic goals through knowledge, behavior and job performance and

adhere to policies, procedures, protocols and standards on a day-to-day basis working closely with the Executive Director, Clinical Supervisor, Therapists and staff.

- Establish and maintain strong, supportive relationships with clients (adults/youth/children) and their families/caregivers and ensure the highest levels of respect and confidentiality.
- Demonstrate a high level of collaboration, communication and cooperation with community organizations, referral sources or outside service providers to coordinate care in support of the client's optimal functioning and refer clients to appropriate therapeutic or case management services, in support of the client's optimal functioning.
- Develop and sustain strong collaborative partnerships with Community, Provincial and Government organizations to support survivors of sexual violence to navigate various Island services and systems.
- Develop PEIRSAC materials including sexual assault counselling program materials while collaborating and supporting the Education and Prevention team with duties as required.
- Create and facilitate groups, workshops, training and consultation as needed.
- Adhere to the most current PEIRSAC policies.
- Identify possible initiatives to improve engagement of residents and stakeholders.
- Perform other related tasks as required.

### **Qualifications:**

#### **Certifications, licenses and registrations:**

- Possess a valid Driver's License, and a sound personal vehicle to provide outreach support, and transportation for families when required.
- Successful applicants will be subject to a screening process, including a criminal record/vulnerable sector check to confirm suitability for the position.

#### **Educational Requirements:**

- A Bachelor's degree in the Human Services field is *preferred* or a Bachelor's degree/ Diploma in a related discipline will be *considered* with extensive related experience

#### **Language Skills:**

- Ability to write professionally, respectfully and creatively.

- Ability to respond and communicate effectively and respectfully with clients, support family members and referral sources.
- Ability to speak effectively before groups of clients, collaborative agencies or employees of the Agency.
- Bilingualism in English and French is highly desired; however, candidates meeting all other requirements will also be considered.

**Reasoning Ability and Technical Skills:**

- Sufficient computer skills to operate email, Internet, Microsoft Office, social media and PEIRSAC software systems.
- Ability to apply principles of logical or therapeutic thinking to a wide range of situations.
- Ability to identify when to seek Clinical Director's judgment.

**Valued assets:**

- Experience in the development and facilitation of clinical programs and support groups.
- Knowledge of the criminal justice system, issues impacting women, 2 Spirit, Trans and gender diverse communities that is informed by an anti-oppressive lens and intersectional consideration.
- Adaptable and strategic thinker, results driven with the ability to achieve defined goals.
- Knowledge and experience in the field of gender-based violence, particularly violence against women; feminist principles and a demonstrated commitment to the eradication of gender-based violence.
- Ability to work cross functionally within the organization.
- Experience working with diverse communities, including specialized populations (Black and Racialized, Youth, Persons with Disabilities, Newcomer, Refugee, Francophone, Indigenous), and knowledge of the local organizations serving them.
- Highly skilled in relationship development.

**Work Environment:**

This position is predominantly in a standard office environment with potential for some remote work on an agreed-upon schedule with the approval of the Executive Director. Some weekend and evening work will be required.

**Travel:**

Some local (Island wide) travel required.

*Please be aware that only shortlisted applicants will be contacted.*