



**ABORIGINAL COUNSELING
SERVICES ASSOCIATION
OF ALBERTA**

#204, 10010 – 105 Street, Edmonton, Alberta T5J 1C4 • Tel (780)448-0378 • Fax (780)448-0379 • acsa@telus.net
www.aboriginalcounseling.com

Aboriginal Counseling Services Association of Alberta (ACSA) is a Registered Charitable Organization that has been providing support services to both Aboriginal and non-Aboriginal communities since 1992. ACSA believes in supporting healthy, strong and vital families and communities by honoring the mind, body spirit and emotions.

Our mission is to provide safe new pathways to healing and wellness that will strengthen Aboriginal families and communities.

We are wishing to fill a position for an Intake Coordinator for the Circle of Safety Family Violence program. The position is directly connected to the 20 week Circle for Aboriginal women and their children who have been victims of Domestic Violence.

Responsibilities:

- Initial screening, intake and follow up
- Initial interview and completion of the program intake package and evaluation
- Coordinating the women's Circle activities including scheduling, follow up, file closure, attendance and Circle transfers.
- Communicate with collateral parties regarding attendance and risk issues as they arise.
- Provide advocacy and support to clients
- Crisis management for women involved in the Circles
- Follow up with circle participants when they have missed more than two sessions
- Supervision and consultation with Executive director on a regular basis or as issues arise
- Attendance of weekly case conferences and large staff meeting each month
- Provide referrals to other resources as appropriate

Essential Skills:

- Can work from a trauma informed perspective
- Possesses a deep understanding of Aboriginal Family Violence dynamics and the impact on victims and families
- Ability to document information accurately
- Ability to determine suitability for the Circle of Safety Family Violence program
- Committed to working from a strength based approach
- Ability to work within a team setting and effectively communicate information to other team members
- Assess risk and safety issues for victims of family violence

Qualifications / Skills:

- Diploma or Degree in Social Worker or related human services field with 2 year's experience in working with victims of family violence
- Experience / competency working with law enforcement, child and family services and/or the justice systems
- Experience with call management and providing over the phone services
- Professionalism within all aspects of employment and able to contribute to a positive team environment
- Thorough understanding of victimization and the dynamics of domestic violence
- Strong assessment, interpersonal, written and verbal communication and engagement skills
- Experience working within the Aboriginal community
- Knowledge of community resources and experience accessing resources
- General computer knowledge (Microsoft Word, Outlook)
- Excellent interviewing skills
- Criminal Records Check and Child Interventions Record Check

Conditions of Employment: The hours of work are 30 hours per week.

Salary: To be determined based on qualifications and experience.

To apply, submit a resume and cover letter by May 24th to
sue@aboriginalcounseling.com