



**Minwaashin Lodge**  
Indigenous Women's Support Centre  
2323 St. Laurent Blvd.  
Ottawa, ON K1G 4J8

## **JOB POSTING – FULL TIME CONTRACT**

### **WOMEN'S COUNSELOR (Female)**

(Relying on Provisions of Section 23 of the Ontario Human Rights Code)

Position reports to: Director, Counseling Services  
Location: 2323 St. Laurent Blvd., Ottawa  
Work Conditions: Located in an office setting; very low/low risk environment  
Benefits: Attractive and comprehensive benefits plan including an employee pension plan  
Start Date: Immediate  
Salary: \$54,470.

Under the Accessibility of Ontario and Disability Act (AODA), Minwaashin Lodge is committed to fostering an equitable, accessible, and inclusive workplace.

#### **Summary:**

Women's Counselor reports to the Director of Counseling Services and is responsible for the development and implementation of individual and group counseling to First Nations, Inuit and Metis women. She will use contemporary and traditional healing practices to support clients of Minwaashin Lodge and Oshki Kizis Lodge.

#### **Duties and Responsibilities:**

- Conduct intake and assessment to determine the needs of each individual woman in the context of her past and present experience and relationships
- Identify natural and formal support systems to achieve goals
- Apply a range of counseling approaches to address individual issues of each client, while taking into account the wider social, cultural and economic impacts that reinforce powerlessness and re-victimization
- Conduct group facilitation, both psychoeducational and therapeutic
- Ensure a follow-up component is integrated into each wellness plan in accordance with the self-identified needs of each client
- Act as a resource person for other staff members
- Other duties as assigned by the Director, Counseling Services, are within the specifications of the Women's Counselor and the counseling services position.

#### **Case Planning and Coordination**

- Attend bi-weekly team meetings, 1:1 case management meetings, and monthly full staff meetings

- Participate in agency special events, i.e. pow wows, Women's Gathering, Annual Winter Gathering.

### **Documentation**

- Keep up to date records and documentation related to clients such as assessments, progress notes and case closure materials
- Keep all documentation confidential
- Maintain quarterly statistics and submit them to the Director within specified deadlines
- Keep accurate and relevant client files in a secure locked location, and with OWL Practice

### **Organizational**

- Participate in a process of supervision and performance evaluations with the Director, Counseling Services
- Maintain client, program, statistical and agency records in compliance with policies and procedures and operating regulations
- Ensure confidentiality as required by policies and by legislation
- Actively participate in training and professional development activities relevant to the position as approved by the Director, Counseling Services

### **Qualifications**

- Master's degree in social work or psychology with certification; or an equivalent combination of education and work experience in related field
- Minimum of 3 years individual and group counseling related to complex mental health issues with a demonstrated ability in program innovation and traditional culture
- Demonstrated commitment, respect and knowledge of traditional healing
- Expertise providing counseling to individuals who are experiencing or have experienced a complex history of mental health concerns, substance use and/or homelessness
- Cultural competency; with the ability to be culturally sensitive and appropriate
- Excellent oral and written communication
- Excellent understanding of crisis intervention, problem-solving, organizational and time management skills
- Ability to work effectively as part of a team and interact with workers from a variety of agencies
- Understands and demonstrates the need for confidentiality involving both clients other staff
- Ability to work independently with a strong sense of focus, task-oriented, nonjudgmental, and a clear sense of boundaries
- Good knowledge of the Indigenous and non-Indigenous service system of Ottawa
- Commitment to a holistic approach to therapy, and to working in close collaboration with team members, grandmothers and Elders
- Ability to work independently with minimal day-to-day supervision.

### **C. Specifications**

1. Some evening and weekend work required
2. Good computer skills and literacy
3. Vulnerable sector criminal reference check required
4. Indigenous descent preferred
5. Current First Aid and CPR certification

### **To Apply**

Send a cover letter and complete resume, including 3 work-related references to: Castille Troy, Manager, Human resources, 2323 St. Laurent Blvd., Ottawa, ON K1G 4J8 or email to: [ctroy@minlodge.com](mailto:ctroy@minlodge.com)

**Please note that due to the high number of applications we receive, only those invited for an interview will be contacted. No phone calls please.**