



**Minwaashin Lodge**  
**Indigenous Women's Support Centre**  
2323 St. Laurent Blvd  
Ottawa, ON  
[www.minlodge.com](http://www.minlodge.com)

**External Posting**  
**Full Time Contract**

**Intake-Crisis Counselor-(Female)**

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

Position reports to: Manager, Counseling Services  
Location: 2323 St. Laurent Blvd. Ottawa, ON K1G 4J8  
Work Conditions: Located in an office setting; very low/low risk environment  
Start Date: May 1, 2022  
Closing date: Until filled  
Salary: Salary dependent on experience

**Summary:**

The Intake-Crisis Counselor reports to the Manager of Counselling Services, and will be responsible for the implementation of the individual and possibly group counselling to First Nations, Inuit and Metis women. She will use contemporary and traditional healing practices in supporting clients of Minwaashin Lodge and Oshki Kizis Lodge. The Intake-Crisis Counselor will participate in a collaborative wrap around process with clients, health care providers, traditional healers and elders to ensure comprehensive service coordination related to individual needs. The Intake-Crisis Counsellor will be working closely with staff and service providers.

**Duties and Responsibilities:**

- Expertise providing in person crisis intervention and stabilization to individuals who are experiencing or have experienced a history of substance use; trauma; violence and/or homelessness using a therapeutic and traditional approach
- Conduct intakes and assessments to determine the needs and circumstances of each individual woman once the crisis has been stabilized
- Work in close collaboration with the Counselling Team
- Nonjudgmental and a clear sense of professional boundaries
- Demonstrated understanding of a variety of counselling techniques and group facilitation skills
- Has a solid understanding of cultural competency and sensitivity
- Committed to a feminist, holistic approach working in close collaboration with team members, grandmothers and Elders
- Work in partnership with Indigenous and non-Indigenous agencies in the Ottawa area

- Gather quarterly statistics and provide reports as required
- Keep progress notes up to date and current with each client
- Attend staff and team meetings
- Maintain quarterly reports in compliance with policies and procedures and operating regulations
- Has a working knowledge of the intergenerational effects of the residential school legacy, Violence Against Women issues, and children who witness violence
- Commitment to working in close collaboration with team members, Elders and grandmothers
- Ensure that the Minwaashin Lodge Policies and Procedures are followed
- Ensure confidentiality as required by these policies and by legislation.

**Qualifications:**

- Post-secondary education in Social Work, Counselling or other related field
- Minimum of two years counselling experience
- A solid understanding of programs and supports offered throughout the Ottawa region
- Excellent knowledge of the intergenerational impacts of residential schools
- Working knowledge of the issues faced by women
- Demonstrated understanding of a variety of counselling techniques.

**Employer Preference:**

- First Nation, Inuit, Metis or non-status preferred.

**Specifications:**

- Some evening and week-end work required
- Computer skills and literacy
- Own vehicle an asset with 2 million liability insurance
- Current First Aid and CPR
- Current Vulnerable persons check
- Indigenous descent preferred

**To apply:** Send a cover letter, resume and 3 references to – Kate Holden HR/ Finance, Minwaashin Lodge, 2323 St. Laurent Blvd, Ottawa, ON K1G 4J8 or email to: [kholden@minlodge.com](mailto:kholden@minlodge.com)

Note: Preference in hiring will be given to qualified First Nations, Métis or Inuit candidates. The successful candidate must be able to obtain a police records check with results acceptable to Minwaashin Lodge as a mandatory condition of employment.

**We thank all those that apply; however, only those invited for an interview will be contacted. No phone calls please.**