



PEARL COUNSELLOR and Volunteer Coordinator Assistant

ORGANIZATION TYPE: non-profit, faith inspired

POSITION TYPE: part time leading to possible full time

HOURS: 9:00 am – 5:00 pm and or half days 1:00 pm to 5:00 pm

REPORTS TO: Executive Director

EDUCATION AND EXPERIENCE: Possess a social work or counselling degree from an accredited university, and have a minimum two years of experience working with vulnerable populations.

"Individuals with lived experience of sexual exploitation are encouraged to apply, and may be given hiring preference."

Job Summary: The PEARL Counsellor will provide participant support and counselling services and assist the Volunteer Coordinator where needed. She will facilitate participants' intake process, and develop goal plans with them. She will make needed referrals for participants and or coordinate social services for them as well provide case management. She will also provide counselling or group counselling for participants.

DUTIES + RESPONSIBILITIES:

The duties of this position include but are not limited to the following:

Regulatory Compliance and Administrative Support:

- Providing strength based role modeling, appropriate training, direction and decision making as needed
- Abide by and ensure that all PEARL policies and procedures are followed
- Collaborate with Program Director about programming and performance within a trauma informed context

Participant support and counselling services:

- Orient participants to the centre
- Conduct participant intakes
- Provide case management
- Supports and makes needed referrals and or assists participants in accessing social services
- Teach life skills classes
- Follow program time schedule
- Perform needed administrative functions
- Utilize the strength-based approach in providing structure for the program
- Provides evidence based, trauma informed personal and or group counselling

Assist Volunteer Program Coordinator in:

- Oversee recruitment, training and orientation of volunteers for program needs



- Supervise and provide oversight to all volunteer work
- Maintain consistent volunteer communication and encouragement
- Coordinate and oversee weekly Volunteer Schedule
- Manages volunteer records and statistics
- Participates in daily staff meetings
- Identifies areas of needed volunteer program improvement

Role Modeling:

- Develop intentional connections and model a healthy lifestyle for participants
- Assist with providing healthy activities and community for participants
- Navigate interpersonal conflict by speaking the truth in love
- Provide support and crisis help as needed
- Maintain a teachable attitude
- Represent PEARL Life Renewal positively in the community

QUALIFICATIONS + REQUIREMENTS + SKILLS:

- Understands and demonstrates a willingness to engage in the core values of PEARL
- Has a social work or counselling degree from an accredited university
- Maintains confidences of staff, volunteer and participant information
- Provides clear communication with staff and volunteers and uses proper documentation skills
- Possess leadership and crisis management skills
- Demonstrate a high level of organization and multi-tasking ability
- Able to mediate and diffuse difficult situations
- Display strength-based tendencies
- Utilizes trauma informed care principles
- Has trauma counselling training
- Possess effective communication and writing skills
- Clear Criminal Record Check
- Clean motor vehicle record
- Clear physical health examine by a Medical Doctor
- Adult education training and experience
- First Aid Certificate
- Participate and show skill competency in all required trainings
- Must be 21 years of age or older
- Manages self well in a challenging environment
- Documentation of at least two professional, educational and personal references that attest to performance of position duties
- Reliable
- Self-motivated
- Flexible
- Team-oriented
- Professional