

**JOB OPPORTUNITY
PROGRAM COORDINATOR, PARTNER ASSAULT RESPONSE
TEMPORARY FULL-TIME – CONTRACT POSITION
COMPETITION #2025-09**

Please submit a cover letter and resume referencing the competition # to:
CAREERS@LLGAMH.ca

Salary Range: \$31.34/hour - \$33.30/hour
Location: Brockville and Smiths Falls
Job Type: Temporary Full-time Contract (up to March 31, 2025)
Shifts: Monday to Friday, Combination of Days and Afternoons
Reports to: Clinical Manager

The Partner Assault Response (PAR) program provides group education and counselling services to individuals who are court mandated to attend the program due to domestic violence related offences. The PAR program aims to enhance victim safety and hold offenders accountable for their behavior. The function of this position is to facilitate group sessions for individuals involved in the PAR Program.

Responsibilities and Duties:

- Ensure the overall functionality of the PAR programs for Lanark, Leeds and Grenville Addictions and Mental Health.
- Contact all referrals in a timely manner to arrange intake assessment into the program.
- Receive referrals from a variety of sources.
- Complete an intake assessment to determine suitability and eligibility into the program.
- Collect partner contact information, for present partners and/or previous partner if previous partner was the victim of the offense.
- Work collaboratively with team members.
- Provide group facilitation to those individuals participating in the PAR program.
- Provide written intake assessments, monthly summaries and final reports to Probation and Parole Services or Court Services with regards to the progress of the referral.
- Liaise and work with Victim Services agencies (re: Vickers or VWAP) to ensure the victims of domestic violence are supported by appropriate services.
- Represent LLGAMH and PAR Services in the community by attending appropriate meetings, conferences and other forums in a professional and responsible manner in accordance with Ministry Standards and Guidelines.
- Maintain accurate and up to date electronic records including attendance records.
- Maintain program statistics and provide as necessary.

Internal applicants will be considered before external applicants. We thank all applicants for their expressed interest; however, only applicants selected for an interview will be contacted.

- Collect client fees and maintain collection records.
- Other duties as assigned.

Qualifications:

- Graduation from a recognized post-secondary institution with a diploma or degree in a relevant, health-related discipline of study is required.
- Two years' experience working in the mental health and/or addiction field is required.
- Course/workshop in concurrent disorders or equivalent (SMART Recovery Facilitator Training) preferred.
- Certified Psychosocial Rehabilitation Recovery Practitioner (CPRRP) designation preferred.
- Workshop in motivational interviewing preferred.
- Current First Aid and CPR certification required.
- Satisfactory Vulnerable Sector police records check required.
- A valid Ontario Driver's Licence, access to a vehicle, and vehicle insurance with a minimum of \$2,000,000 liability required.

Skills and Abilities:

- Understanding of partner abuse, power and control issues and the impact of abuse/assault on relationships.
- Excellent interpersonal, communication, conflict resolution and time management skills.
- Competence in group counselling/educational curriculum delivery.
- Demonstrated support for a teamwork approach and the ability to work collaboratively.
- Ability to work independently with minimal supervision.
- Strong understanding and ability to work cross-culturally.
- Knowledge of, and experience with, crisis intervention and de-escalation (CPI Certificate).
- Computer competency (Le. MS Word, Excel, and various databases)
- Flexibility to workday, evening and week-end hours as required.
- Ability to work in various locations throughout Lanark, Leeds, and Grenville.
- Understanding of Mental Health Act, Occupational Health & Safety Act, Ministry of Health and Long-Term Care guidelines, Psychosocial Rehabilitation Practitioner's Code of Ethics, Best Practices, LLGAMH program standards.

Posting Date: February 11, 2025

Closing Date: February 18, 2025

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