



Engagement & Service Coordinator Job Posting

The Laurel Centre is a not-for-profit organization that is an accessible, safe(r) space for healing and a respected community partner, providing leadership in addressing the individual and societal impact of childhood sexual abuse through the provision of therapy and support services.

The Laurel Centre fosters an environment that allows people to heal and grow. We strive to create a healthy work atmosphere through an [anti-oppressive lens](#) that reflects our values and respect for all human beings.

We are currently looking to fill the role of Engagement and Service Coordinator to conduct intakes, provide immediate needs/crisis support and connect individuals to TLC programming or other services/resources in the community.

Salary: \$45,000 - \$50,000 annually to start (35-hour work week)

Main Responsibilities:

- Conduct intakes to connect individuals to TLC programming that best meets their needs
- Create an environment that fosters inclusion, safety, and community
- Provide immediate needs/crisis support to individuals waiting for services
- Connect and support clients in accessing other community resources and government services as appropriate
- Encourage clients to advocate for themselves and advocate on their behalf as needed
- Participate in the development and facilitation of workshops/psychoeducational groups as needed
- Keep apprised of resources available in the community and provide referrals as needed
- Build relationships with and liaise/network with sister/partnering agencies
- Provide information to other community agencies about TLC services as requested

Qualifications:

- Post-secondary education in social services or related field and/or combinations of relevant education and experience
- Two (2) years' experience providing crisis counselling or supporting people impacted by trauma, addictions, and/or mental health challenges
- Experience conducting intakes using a trauma-informed and anti-oppressive practice lens
- Experience developing and facilitating groups an asset
- Knowledge of the impacts of violence, addiction, mental health, and unresolved trauma at an individual and community level
- Demonstrated awareness of and ability to work within an anti-oppressive framework
- Ability to function independently and as part of a team

- Strong organizational, planning, and time management skills
- Non-judgmental and accepting attitude, with the ability to maintain client confidentiality
- Ability to follow direction and make decisions within the parameters of the job
- Strong written and verbal communication skills
- Computer skills - Microsoft Word, Excel, Zoom, Outlook
- Awareness of and experience navigating community systems and resources

Additional Requirements

- Satisfactory Criminal Record and Child Abuse Registry Check

Why work at The Laurel Centre?

In addition to joining a caring, compassionate team with a strong advocacy for quality care, The Laurel Centre provides their employees with many great benefits including:

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| ✓ 4-weeks' vacation | ✓ Defined Benefits Pension Plan |
| ✓ Additional days off during holiday season and 4 personal days | ✓ Group Insurance Plan |
| ✓ Paid sick time | ✓ Exceptional learning and development opportunities |
| ✓ Monday to Friday schedule | ✓ An autonomous schedule |

Start Date: As soon as possible

Closing Date: Monday January 24th at 5pm
*Will accept applications after closing date until position is filled

Submit Resumes To: Attention: Ashley Budd
hiring@thelaurelcentre.com

The Laurel Centre values the experience and knowledge of people who have faced systemic and structural barriers and is committed to diversifying its workforce. We encourage Black, Indigenous, and people of colour; newcomers; people with differing abilities; and those who identify as 2SLGBTQ+ to apply and self-declare in their cover letter.