**Job Summary**

Reporting to the Director of Programs and Services, the Women’s Counsellor is one of two clinical counselling therapist positions at Alice House and works collaboratively with housing, court, and administrative support staff to deliver programs and services. The primary objective of the Women’s Counsellor is to provide assessment, professional counselling and recovery support to women recovering from the impacts of intimate partner violence.

**This is a regulated clinical counselling position requiring current registration as a Registered Counselling Therapist (RCT or RCT-C) with the Nova Scotia College of Counselling Therapists (NSCCT), or as a Clinical Social Worker (RSW with clinical designation) with the Nova Scotia College of Social Workers (NSCSW). Given the population we serve, female and fem-identifying candidates are strongly encouraged to apply.**

**About Alice House**

For 41 years, Alice House has provided safe second-stage housing, counselling and support services for women/fem-identifying individuals and their children recovering from intimate partner violence in Nova Scotia. In addition to 18 safe-housing units, we offer a suite of wrap around services including family counselling, court support, housing support and more. Alice House operates with a team of 11 staff and management under a volunteer Board of Directors with an annual budget just under $1.5 million.

**Job Accountabilities**

**Assessment and Counselling**

* Assesses the emotional, physical, and mental needs of women to determine their counselling and psychosocial needs and provides comprehensive trauma counselling services.
* Delivers one-on-one trauma informed/specific, counselling sessions to women virtually, in office and/or in pre-approved safe locations offsite, utilizing a range of evidence-based clinical approaches.
* Facilitates and maintains client safety plans and risk assessments in conjunction with Housing Case Manager.
* Ensures barriers to access counselling are reduced including transportation to and from appointments or services.
* Liaises with community supports (ie. Physicians, mental health care practitioners, etc.) on behalf of the client when requested; provides advocacy as needed,
* Implements various goal-oriented, time-limited counselling and psychoeducational strategies, including modalities such as CBT, solution-focused therapy and other trauma-specific approaches.
* Facilitate referrals to other services.
* Provides therapeutic crisis intervention services when required.
* Consults with Alice House staff and Management Team in providing supports and contributing to a collaborative decision-making process.
* Participates in the review of clinical issues, program policies, procedures and client case management.

**Outreach Counselling Services**

* Pursues opportunities to provide victims of DV trauma counselling services through AH by being on the CIC list of counsellors, developing relationships with government and community service providers.
* Works collaboratively to develop and deliver therapeutic programming and/or social activities; ensures programming and education is responsive to the needs of service users while grounded in research and best practices.
* Provides coaching and leadership to staff members delivering facilitated counselling groups, as capacity allows.
* Other duties as assigned; including but not limited to Case Management assistance, organization-wide activities and miscellaneous job-related duties.

**Administration**

* Participates in operational protocol development and team decision making as directed.
* Tracks and records client interaction, feedback and outreach services in Homeless Individuals and Families Information System (HIFIS) and reports to team or Manager.
* Compiles and tracks client service access in HIFIS.
* Supervise clinical practicum students when required (if eligible)
* Maintains good review of all case notes, good working relationships with Safe Housing clients and proactive/reactive support to women throughout their housing transition into and out of Alice House programs.
* Works with Operations Director to ensure counselling hour billing to CIC are up to date.
* Ensures applications to participate in CIC program are completed and submitted.

**Professional Development**

* Maintains and develops professional competence through ongoing professional development.
* Stays current and aware of opportunities to implement new, evidenced based methods of trauma assessment and treatment for women.
* Participates in self-directed learning to ensure that her practice remains relevant by attending professional conferences, e-learning and journal reviews; maintains ongoing tracking of study commitment during and outside of work hours.

**Qualifications**

* Master's degree in social work, counselling, education (counselling) or equivalent clinical counselling designation.
* Current registration and in good standing as a Registered Counselling Therapist (RCT or RCT-C) with NSCCT, or as a Clinical Social Worker (RSW with clinical designation) with NSCSW
* Demonstrated experience working with women in a counselling capacity.
* Certification in First Aid + CPR, NVCI, and ASIST or a commitment to secure these within 3 months of hire.

**Skills**

* Reliability, accountability and high ethical standards.
* Must be cognizant of the issues, concerns, and psychosocial implications experienced by women and their children who have experienced family violence.
* Ability to apply trauma and violence informed practices and person-centered care philosophies.
* Ability to develop and facilitate programming for small and medium-sized groups.
* Knowledge of community agencies and services available to women and their families in Nova Scotia.
* Ability to work both collaboratively and independently within a team environment.
* Must have personal resiliency and a balanced holistic approach and outlook towards work and life.
* Hold in strictest confidence client’s personal information and can react confidently as well as competently to any given situation.
* Extremely reliable and accountable to clients and obtainment of program targets.
* Adhere to professional boundaries and possess a strong work ethic.
* Intermediate computer literacy and proficiency with computer programs like Windows, Google, MS Word, Internet and Email.

*This is a general overview of the position and duties are subject to change at the discretion of Alice House.*

**Working Conditions**

* Full-time on-site in downtown Dartmouth, Nova Scotia.
* Work hours are Monday to Friday with an 8-hour workday, which includes 1 hour of paid breaks. Flexible start/end times to meet client needs.
* Ability to walk short distances, sit for extended periods, and climb up to 3 flights of stairs at a time.

**Benefits and Perks of working at Alice House:**

* Salary Range $57,000 - $67,000
* Comprehensive Health & Dental Benefits (subject to approval by the insurance provider)
* 100% employer-paid Health & Dental plan premiums
* Healthcare Spending Account
* (3) weeks' vacation
* Bonus Christmas vacation days
* Half-days on the last Friday of every month (“Wellness Friday”)
* Employee & Family Assistance Program (EFAP)
* Paid professional development opportunities
* Employee Social Committee

To learn more about how Alice House provides safe second-stage housing and supportive counselling for women and children in Nova Scotia check out our website [Alice House](https://alicehouse.ca/).

To ensure a match between the right candidate & Alice House our interviews process is or a combination of:

- Application review

- Pre-screening call

- Interview(s) and assessment

- References, background check, vulnerable sector check and other proof document collection.

All candidates are required to successfully complete a criminal reference check with vulnerable sector search and child abuse registry. Validate first aid certificate with CPR – level C, AED is required or obtained within 3 months of starting.

We are an equal opportunities employer who is committed to creating an environment of belonging for all. We welcome the unique contributions of all suitably qualified persons. Based on the clientele we serve we strongly encourage female applicants.

Alice House is committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you are contacted by Alice House regarding a job opportunity, please advise if you have any restrictions that need to be accommodated. All information received in relation to accommodation will be kept confidential.

Please submit resume with cover letter in one PDF document to [employment@alicehouse.ca](mailto:employment@alicehouse.ca) on or before October 2, 2025.

We thank all those who apply. Only those selected for further consideration will be contacted.