

Job Posting: Special Advisor – Shelter Programs and Services

Position: Special Advisor – Shelter Programs and Services

Location: Edmonton, Alberta

Organization: Alberta Council of Women's Shelters

Type: Temporary, 1 year position

Salary: \$85,000 - \$110,000

About Us:

Alberta Council of Women's Shelters is the provincial network organization of women's shelters in Alberta. ACWS supports 41 members operating over 50 shelters across the province for women, their children, and seniors facing domestic abuse. We support our members and work with them to end domestic violence through culture-shifting violence prevention programs, collective data and research, and front-line training. With support from ACWS, Alberta shelters are helping to provide safety, support families, and improve communities.

We are seeking an **experienced and compassionate Special Advisor** to mentor staff and support trauma and violence informed shelter services and shelter partnerships. The ideal candidate will be someone committed to guiding shelter programs in implementing best practices that foster healing, safety, and empowerment for individuals seeking services and enhancing the overall wellness of frontline staff engaged in service delivery. This key position will play a pivotal role in enhancing trauma and violence informed practice at our shelters and across our partnerships.

Job Summary:

As the **Special Advisor**, you will provide expert consultation, mentorship, and support to staff and partner organizations delivering trauma and violence-informed services in our shelter programs. You will work to enhance the overall wellness of frontline shelter staff through the provision of therapeutic services. You will lead the development of best practices, offer insights into program improvements, and ensure that our services are aligned with the principles of trauma-informed care. This position requires someone with deep knowledge of trauma-informed therapeutic interventions and the ability to work collaboratively in a dynamic and compassionate environment.

Key Responsibilities:

- Provide guidance and support to members and their staff on trauma and violence informed practice. This includes one on one therapeutic support and coaching to staff on addressing the complex needs for those accessing the continuum of shelter services in addition to risk assessment and management.
- Promote a culture of continuous learning and improvement, responsive to the identified needs of shelter staff

- Support the design, implementation, and evaluation of shelter programs that adhere to trauma-informed principles, ensuring services are sensitive to the experiences of individuals affected by trauma.
 - Collaborate with external partners to promote the coordination of services for shelter clients, ensuring comprehensive, wraparound support.
 - Act as a subject matter expert, offering consultation to shelter staff and leadership on complex cases, trauma-related challenges, and strategies to address barriers to healing and recovery.
 - Provide direct support to help staff manage high-risk scenarios while maintaining a trauma-sensitive approach and staff wellness
 - Track the effectiveness of trauma and violence informed interventions.
 - Prepare reports and provide recommendations for program improvements and strategic planning based on evaluation data.
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Qualifications:

- Master's degree licensed to provide clinical social work or counselling and has a minimum of 5 years front line experience working with survivors of domestic violence, administering assessments, creating treatment plans, and delivering counselling services. In-depth knowledge of trauma and its impact on individuals, especially within shelter and housing contexts.
 - Applies strong knowledge of gender-based violence
 - Able to apply a strong feminist lens and an understanding of gendered analysis
 - Experience in mentoring, coaching, and training staff, with a focus on building organizational capacity for trauma and violence-informed care.
 - Strong communication and interpersonal skills with the ability to collaborate effectively with diverse groups, including shelter staff, ACWS staff, management, and external partners.
 - Demonstrated ability to develop and implement policies, procedures, and programs focused on trauma and violence-informed care.
 - Ability to handle sensitive and confidential information with integrity and professionalism.
 - Sets high ethical standard for their conduct in all areas of work
 - Experience in community engagement, partnership building, and advocacy.
 - Proven leadership skills
 - Familiarity with Microsoft Office platforms
 - Previous experience working shelter considered an asset
 - Previous experience working for a not-for-profit considered an asset
 - Hold a valid Alberta Driver's License
 - Be willing and able to travel throughout Alberta
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Why Join Us?

At Alberta Council of Women's Shelters, we believe in the power of support, empathy, and compassion. As part of our team, you will have the opportunity to make a profound difference in the lives of individuals and families affected by trauma and violence. This role offers an exciting opportunity to work with a diverse and dedicated team, influence positive change, and strengthen the impact of our shelter programs and partnerships.

How to Apply:

Please submit your resume and a cover letter outlining your qualifications and experience to voice@acws.ca. In your cover letter, please describe your approach to mentoring and supporting trauma-informed practices in shelter services.

Alberta Council of Women's Shelter is an equal-opportunity employer. We encourage applicants from diverse backgrounds to apply.