



**JOB POSTING
INTERNAL/EXTERNAL**

FULLTIME – One Year Contract

**Risk Assessment Project Coordinator – Research and Investigation
Guiding Systemic Responses to Survivors of Gender-Based Violence
Through Risk Assessment**

The Barbra Schlifer Clinic offers legal representation, professional counselling and multilingual interpretation to women who have experienced violence. Our diverse, skilled and compassionate staff accompany women through personal and practical transformation, helping them to build lives free from violence.

We are seeking a Risk Assessment Project Coordinator – Research and Investigation.

This position coordinates and reviews existing risk assessment tools to address current gaps in the existing risk assessment protocols. The role will require conducting the fundamental research and investigation, developing all frameworks for effective feedback and consultations, and ensuring the successful implementation of the project, including an exhaustive investigation to ensure that the final blueprint is reflective of existing needs and addresses current gaps in supports. The position will aim to conduct thorough, wide-ranging research into the resources and tools available to service providers, and will identify and explore existing gaps and construct risk assessment processes and protocols that are survivor-centric, strength-based, and focused on women’s lived experiences.

DUTIES AND RESPONSIBILITIES

Leadership

- Complete a literature review of all national and international writing on risk assessment protocols to catalogue current trends of thought on their use for prediction and prevention of gender-based violence
- Prepare the necessary consultation materials and consult the stakeholders
- Develop a survey for gathering information on current practices

- Review existing tools, literature, and updates community advisors and subject matter experts of the same periodically
- Act as the primary contact for the program, communicate information, identifies and resolves issues and promotes the program
- Train the students and researchers on location and reviewing of literature and tools at the Clinic and offsite partners of the project

Stakeholder Relations

- Establishes and maintains working relationships with community partners, service providers, lawyers, duty counsels, court staff, police and victims/witnesses to ensure effective advocacy
- Networks and conducts outreach activities to representatives of partner agencies, specialized community services, and stakeholders
- Closely works with the researchers and leadership on the project

Administration

- Create records of the training provided and documents all training requests
- Assesses and responds to requests for information from service providers and other professionals
- Creates and maintains documentation for project development, implementation, and evaluation (i.e. a project work plan, performance measures, progress reports, database of research)
- Oversee the maintenance of project files, case notes, and related documentation
- Communicate with project stakeholders regarding project research and development
- Draft briefing notes for the subject matter experts and evaluators for the presentation at the various community forums
- Work collaboratively with the legal director on quarterly and annual reports to the funders

Agency and Team Support

- Network with other resources to exchange information speak publicly and offer in-service training
- Participate in various stakeholders meetings for knowledge exchange
- Consult with internal and external service providers to share information
- Participate in agency committees and contributes to events, which includes participating in staff meetings
- Work collaboratively with and support the diversity of women within the context of a diverse agency

Other

- Comply with Clinic and funder policies and procedures
- Perform other tasks as assigned by management

All duties and responsibilities will be carried out per the Barbra Schlifer Clinic's Vision, Mission and Values Statements.

CORE COMPETENCIES

- A commitment to working collaboratively with and supporting women of diversity within the context of a diverse agency
- Engagement in a self-reflective, ethical and collaborative practice that is non-judgmental and empathic and reflects the vision and mission statements of the Clinic
- Demonstrate the incorporation of principles of diversity and equity in responding to the service needs of women
- A commitment to working toward removing systemic barriers to women's independence and wellbeing
- Excellent interpersonal, organizational, time-management and problem-solving skills written and oral communication skills
- An ability to work and support others in the context of a diverse environment
- An ability to work independently and as part of a team in a multi-disciplinary environment
- Be a self-starter, creative and highly motivated
- Share ideas and differences in the spirit of collaboration and cooperation
- A commitment to ongoing personal and professional development

MINIMUM QUALIFICATIONS

- Ability to develop research protocols, track progress over time and assist with the preparation of all educational and training workshops and evaluation strategies
- Understanding of social issues of violence against women as is consistent with a feminist, anti-oppression analysis
- Demonstrated ability to communicate proficiently both orally and in writing
- Excellent research skills, organizational and time-management skills
- Demonstrated ability to review and edit data to ensure completeness and accuracy of information; follow up with subjects to resolve problems or clarify data collected
- Ability to prioritize work and multi-task effectively
- Advanced level skills in various computer applications (Microsoft Office) and the use of other office technology
- Excellent organizational skills
- A commitment to principles of equity and diversity
- Ability to work independently and as part of a multi-disciplinary team

- Fluency in a language other than English and legal training is an asset
- Education in law, research methodologies and social work will be an asset

SALARY: To be commensurate with experience. The position includes a benefits package offered through a group plan as part of our United Way membership.

The Barbra Schlifer Clinic promotes the principles of anti-oppression and adheres to the tenets of the Ontario Human Rights Code. We encourage applications from women of all races, colours, ethnic origins, religions, abilities and sexual orientations. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

DURATION: One year

DEADLINE FOR APPLICATIONS: 5:00 pm Friday, June 14, 2019

To apply, please submit your cover letter and resume by email in ONE attachment, as a PDF or Word Document to hr@schliferclinic.com

Subject Title: Hiring Committee (Risk Assessment Project Coordinator – Research and Investigation)

We wish to thank all applicants for their interest; however, only those selected for an interview will be contacted.

In your cover letter, please indicate where you found our job posting.
NO PHONE CALLS, PLEASE.