



**Career Opportunity:**  
**Women's Counsellor – Virtual Services**  
**(Permanent Full-Time)**

**Read this first!**

Established in 1973, Interval House is Canada's first shelter for women and children experiencing abuse. We are trailblazers in the campaign for women's empowerment and independence and we provide innovative, specialized, and transformative services that help to break the cycle of intimate partner violence.

Checkout our website for more details, [www.intervalhouse.ca](http://www.intervalhouse.ca)

Interval House embraces challenges and changes. The organization values and encourages new opportunities, being a sector leader and colouring outside the lines. We think it's important to ask ourselves the hard questions: Are we doing what we set out to do? Do the programs and services we offer help women become self-sufficient and break the cycle of violence? As the world changes around us, we need to pivot and change. Are there gaps in our services? Should we fill them ourselves?

**Join Interval House's Growing Team:**

At Interval House, the life experiences and stories of the women and children we serve inspire everything we do. The Residential Program team is a group of caring, dedicated staff that provides programs and services that include a 30-bed shelter service, a 24-Hour Crisis Line, a Women's Program, and a Children's Program.

**Do you have?**

- Relevant education and/or experience in providing non-clinical counselling to women experiencing intimate partner violence.
- Knowledge and experience in implementing and administering virtual case plans and program plans.
- Relevant skills and abilities to provide strategic input for a start-up virtual counselling program.
- Knowledge of evolving technologies for providing virtual counselling, networking, and outreach
- Excellent interviewing and documentation and records management skills

**Apply your education/experience and knowledge to make a difference in women's lives by:**

- Educating and empowering clients to develop coping strategies and life skills to overcome the barriers of abuse and become independent.
- Enabling accessibility of long-term counselling services to broader geographical and demographic populations.
- Providing trauma-informed, client-centered counselling support to women experiencing intimate partner violence (IPV).
- Supporting clients in developing safety plans and increasing awareness of healthy relationships, boundaries, and the cycle of abuse.
- Assisting clients in building self-confidence, emotional resilience, and self-advocacy skills.
- Maintaining accurate and timely documentation in accordance with organizational policies and professional standards.
- Assisting with outreach initiatives, presentations, and external workshops to increase awareness of Virtual Counselling Services and support client referrals and engagement.
- Collecting relevant service data and maintaining accurate records for program tracking and evaluation.
- Preparing and submitting statistical summaries and reports for management to support service monitoring and decision-making.

**Strengthen your skills and abilities in:**

- Excellent communication skills – written and verbal
- Networking and outreach initiatives
- Identifying counselling software capacity for optimum usage and troubleshooting issues
- Good judgment and decision-making
- Documentation and digital records management and reporting
- Recognizing and maintaining boundaries
- Embracing and positively adapt to changes

- Flexibility and acceptance of challenges/opportunities to develop knowledge and skills
- Identify and manage risks.

**Job Details:**

- The Women's Counsellor's position provides non-clinical counselling services to clients via telephone and program portal.
- Accountability: This position is accountable to the Residential Program Co-Manager.
- Work Arrangement: Onsite
- Job Type: Permanent Full-Time
- Hours of Work: 35 hours per week
- Salary Range: \$60,000 to \$64,000
- Location: Toronto, Ontario
- Expected Start Date: Immediately

**You will benefit from:**

- Competitive compensation
- Paid vacation and sick benefits
- Optional RRSP benefits
- Employer fully paid Group Insurance benefits
- Employee Assistance Program
- Work/Life balance
- Career growth and professional development opportunities

**To Apply:**

- Email: [personnel@intervalhouse.ca](mailto:personnel@intervalhouse.ca)
- Attention: Human Resources
- Subject line: **WOMEN'S COUNSELLOR – VIRTUAL SERVICES**

**Good to Know:**

- We thank all applicants and will only contact applicants with the required qualifications and competencies.
- Must have evidence of eligibility to work in Canada and legally fulfilling the requirements of the role.
- All successful applicants must agree to undergo a police vulnerable sector check.
- Interval House demonstrates its commitment to employees' health and wellness, diversity, equity and inclusion, does not condone any form of discrimination and workplace violence whether virtual or onsite.
- Interval House does not use internal AI in its recruitment process.