



Employment Opportunity
Open to internal and external candidates

Position: Full Time Court Support Counsellor
Position Type: Fixed Contract until March 31, 2026
Salary Range: \$55,000
Reports to: Director of the Client Services
Application Deadline: September 29, 2025
Application Process: Submit resume and cover letter to resumes@vspeel.org

*****PDF FORMAT ONLY*** Applications in formats other than PDF will not be opened.**

VSOP is committed to equity, diversity, and inclusion. People from equity seeking groups are strongly encouraged to apply and self-identify. If we contact you, please advise us prior to the interview should you require any accommodation.

Victim Services of Peel (VSOP) mission is to provide comprehensive, trauma-informed, culturally responsive, 24/7 support to individuals and communities in the Region of Peel, helping them recover from the impact of crime or sudden tragedies. VSOP works in close partnership with Peel Regional Police and community partners to fulfill its mission and mandate.

Position Summary:

The position will support the Bail Court Notification and Advocacy Program and involves supporting victims of crime at bail hearings, advocating on behalf of victims, court documentation, and providing timely notifications to enable victims to plan for their safety. This role also involves providing immediate crisis intervention, safety risk assessments, planning, and activating emergency safety supports and devices.

ESSENTIAL FUNCTIONS

DIRECT SERVICE RESPONSIBILITY:

- Provide safety assessments and advocate on behalf of victims during the bail hearing process.
- Work from a client centered, trauma informed, harm reduction, and anti – oppressive frameworks.
- Provide court support to victims of crime at bail hearings virtually or in person when requested.
- Collaborate with court officials (e.g. crown attorney, Bail Vetter, Justice of the Peace, Judge etc.)
- Document the outcome of Bail Hearings.
- Provide timely bail court notifications alongside the Crisis Response Program.

- Assess the critical safety and care needs as well as VQRP+ eligibility for clients immediately following their victimization.
- Activate and provide all eligible emergency VQRP+ services such as urgent accommodation, lock changes, safety devices, necessities, and transportation etc.
- Conduct individualized safety planning with persons who have been victimized through crime.
- Facilitate linkages to the Safe Centre of Peel, nCourage Hub and/or internal VSOP Case Management Programs such as the South Asian Family Enrichment Program, VQRP+ High Risk Supports, Sexual Assault/AHT Programs, CARE, Transitional Housing Support Program or other external community services, dependent on the client's needs and consent.
- Respond to crisis situations and requests from Peel Regional Police and other community services for victim assistance when VSOP crisis counsellors are unavailable, or when Crisis Counsellors require additional support.
- Maintain confidential client files and document client case notes within the VSOP database.
- Discuss with individuals and families the effects of the cycle of violence and the effects of violence on children, along with other relevant VAW (Violence Against Women) information.
- Cover vacant (sick and vacation) Crisis Response Program shifts
- Other duties as assigned.

EDUCATION AND TRAINING RESPONSIBILITIES:

- On-board and support volunteers in the program.
- On-board, support, and mentor student placements in the program.
- Attend and present at periodic community events including but not limited to those geared towards youth, training of new police recruits & agency fundraising activities

OUTREACH:

- Represent VSOP at a variety of community/stakeholder committees.
- Participate in workshops and seminars to maintain and develop job related skills.
- Actively engage in periodic fundraising events, representing the agency and supporting the event.

ADMINISTRATIVE AND ORGANIZATIONAL RESPONSIBILITIES:

- Complete required documentation.
- Complete all required statistical reports.
- Complete monthly reports as determined by supervisor.
- Submit expense reports in a timely manner
- Actively participate in monthly supervision sessions with Director of Client Services, including an annual performance appraisal.
- Actively participate in Program Update and Staff meetings.
- Participate in agency fundraising events.
- Represent agency on committee(s) as determined by Director of Client Services.
- Maintain good staff and community relationships.



- Contribute to and facilitate a welcoming and inclusive workplace environment.
- Participate in relevant workshops and seminars to develop new skills as required by the agency.
- Other related duties as assigned.

JOB SPECIFICATIONS

EDUCATION:

- College or university diploma/degree in social or human services field including, but not limited to Social Work, Social Service Worker.

EXPERIENCE AND KNOWLEDGE:

- Minimum of one - year experience working within a community agency providing community-based crisis intervention support, short term counselling, case management and advocacy services.
- Knowledge and demonstrated ability to work from a client centered, harm reduction, anti-oppression framework, that incorporates trauma and violence informed practice.
- Strong assessment, interviewing and crisis intervention skills, including suicide risk assessment and safety planning particularly for those at risk of harm from intimate partner violence.
- Knowledge of legal system (both criminal and family law), intimate partner violence, trauma, and the criminal justice system.
- Knowledge of the social service system and community resources in the Region of Peel.
- Bilingualism and/or ability to speak French and/or languages predominant in the Region of Peel will be considered a strong asset.
- Understands and demonstrates experience of working with diverse communities within the Region of Peel.

SKILLS AND COMPETENCIES:

- Ability to maintain confidentiality, act with diplomacy and professionalism while exercising sound judgement in work with clients and external agencies.
- Flexibility, time management and multi-tasking skills.
- Exceptional interpersonal and communication skills
- Excellent interpersonal skills with the ability to use conflict resolution skills as necessary.
- Comfort working in a fast-paced environment which at times means working under pressure due to the nature of a crisis environment.
- Computer proficiency including Microsoft Office and experience working with a client database.

WORKING CONDITIONS:

- Position will require working from multiple VSOP offices in person, virtually, attending scenes and client meetings in the community when required, and attending VSOP court office in person as required and scheduled.
- Successful completion of a Peel Regional Police detailed criminal background check and annual renewal check is required to secure and maintain employment.
- Flexible shift schedules include working weekends and Statutory Holidays.



- Position will require to attend/access Clinical Consultation.
- Access to a car/drivers license required, Class 'G' License preferable. Minimum \$1 million auto insurance policy with public liability/property damage coverage-submit proof of insurance annually.