Beausoleil First Nation Human Resources

11 O'Gemaa Miikaan
Christian Island, Ontario
L9M 0A9
(705) 247-2051 Fax: (705) 247-2239 Email: jobs@chimnissing.ca

EMPLOYMENT OPPORTUNITY
Shelter Counsellors, Part-time

Posting Date:	October 15, 2026	**Salary:**	$24.00-27.00
Classification:	Permanent	**Closing Date:**	Until filled
Supervisor:	Shelter Director	**Vacancy Status:**	New role
Hours of Work:	24.5 hours/week	12.25-hour shifts	Weekend shifts

Overview

The Shelter Counsellors provide direct client-centered services to individuals and families accessing the shelter. They are responsible for crisis intervention, intake and assessment, safety planning, lay counselling, advocacy, and case management for clients impacted by violence. The role supports the emotional, physical, spiritual, and mental well-being of clients through direct service and residential program delivery. They play a key role in ensuring a safe, supportive, and healing environment that respects identity, culture, and traditional teachings while promoting empowerment, self-determination, and dignity.

Key Responsibilities Include:

- Maintains shelter operations, while assisting existing and incoming clients.
- Responds to crisis calls, and in-person situations to provide immediate emotional support, de-escalation, and safety planning for clients (& children) in crisis.
- Conduct comprehensive interviews, complete risk and needs assessments, gather and record relevant demographic, cultural, medical, and social information, explain shelter rules, programming, and rights/responsibilities to clients, and provide referrals to appropriate resources when required.
- Maintain shelter safety by monitoring cameras, conducting rounds, and documenting incidents.
- Respond promptly to emergencies, following established safety and evacuation procedures.
- Maintain accurate, timely, and confidential client records, case notes, and statistical data.
- Participate in shift-change reports, staff meetings, case conferences, and team training.
- Support and adheres to policies, procedures, and reporting requirements.
- Support the shelter's mission to create culturally safe, inclusive, and respectful spaces.
- Maintain client confidentiality and always uphold culturally safe and ethical standards.

Qualifications:

- Diploma or degree in Social Work, Indigenous Studies, Child & Youth Work, Social Service Work, or related field.
- Minimum 2 years' experience in a front-line role within a shelter, crisis, or social services.
- Experience working with Indigenous women, children, youth, and families, and knowledge of intergenerational trauma, colonization impacts, and culturally appropriate healing practices.
- Strong knowledge of Indigenous cultures, teachings, and community realities, particularly as they relate to healing, violence prevention, and wellness.
- Crisis intervention, de-escalation, counselling, or case management experience is required.
- Knowledge of harm reduction, trauma-informed care, and strength-based approaches.
- Proficiency in Microsoft Office and data management systems.
- Ability to work independently and maintain confidentiality and cultural sensitivity.
- Ability to competently operate office equipment; computers, copiers, printers, etc.
- CPR/First Aid, ASIST, and NON-Violent Crisis Intervention certifications considered assets.
- Must provide a current and favorable Criminal Record Search including a Vulnerable Sector Check.
- Preference will be given to Indigenous candidates.

How to Apply

Submit a complete application package including:

- Cover letter
- Resume

*Employer references will be requested in the later stages of recruitment

How to Apply: Email applications are preferred: **jobs@chimnissing.ca** Alternatively, drop off at the Beausoleil First Nation Administration Building.

Accessibility: BFN is committed to an inclusive, barrier-free process under the Ontario Human Rights Code and AODA. Accommodations are available on request.

AI Use: AI will not be used to make hiring decisions. In rare cases, it may assist with organizing application data.