

## GBV Newcomer Specialist Job Description

### PURPOSE OF POSITION

---

The **GBV Newcomer Specialist** role will be delivered across 4 organizations in the Windsor Essex Area. Working within the Hub Without Walls (HWW) initiative, the support workers will identify, support, and refer those experiencing, or at risk of experiencing, gender-based violence (GBV). With knowledge of GBV, including risk screening and safety planning, the support worker will provide culturally relevant, trauma-informed supports tailored to the populations served by each host organization.

Referrals will be made to HWW Project Staff / Hiatus House who will provide a network of specialized support services to GBV survivors. Partner agencies with GBV Newcomer Specialist will actively engage in larger project initiatives to strengthen collaborative responses to GBV among newcomers in the community.

### SUPERVISOR

---

Joint supervision by host agencies leadership and Hub Without Walls Project Manager.

### SKILLS/KNOWLEDGE/EXPERIENCE REQUIRED

---

1. Experience supporting immigrant, refugee, or marginalized communities in a community or social service setting.
2. Mature, professional and compassionate person with experience working in a helping profession.
3. Demonstrated ability to build positive, respectful and non-judgemental relationship with those they serve.
4. A fundamental understanding of gender-based violence and evidence-based approaches to working with survivors.
5. Working knowledge of community resources and comfort creating connections across Windsor-Essex.
6. Ability to respond to and manage in a crisis situation.
7. An attention to detail and strong work ethic.
8. Understanding and adherence to strict confidentiality of the agency's programs is a requirement.
9. Have superior communication skills (verbal/written) both for an internal – within the agency – and external – within the community – audience.
10. Ability to communicate professionally in written and oral French is preferred.
11. Proficiency in other languages is preferred.
12. Must complete a vulnerable sector check and have a valid First Aid/CPR certification.

## MAJOR DUTIES

---

### 1. Culturally Responsive Support Services:

Deliver in-agency GBV support tailored to the unique needs of immigrant and refugee survivors, including:

- a. Support to people experiencing GBV
  - i. Deliver trauma-informed supports and services
  - ii. Engage in intakes and joint case planning to ensure early identification and intervention
  - iii. Participate at high-risk table when appropriate
- b. Language-accessible resources and supports
- c. Services that account for cultural, legal, and immigration-specific contexts
- d. Identifying and responding to risk of GBV within population served
- e. Support and Referrals to project partners throughout the project

### 2. Outreach Through Community-Led Engagement

- a. Participate in or lead outreach efforts in newcomer communities serviced by your agency to promote the project
- b. Identify and engage community ambassadors or trusted messengers
- c. Support and inform culturally relevant GBV prevention campaigns through consultation and collaboration with project team members

### 3. Service Integration and Capacity Building

Work with GBV System Navigators to ensure:

- a. Implementation of clear referral pathways for service recipients
- b. Integration of your agency's services into broader GBV response systems
- c. Participate in cross-training and capacity building opportunities (e.g., trauma-informed, risk identification)

### 4. Participation and Engagement

Maintain regular engagement with the HWoW Project Manager and Executive Committee, including via:

- a. Participation in scheduled check-ins or working group meetings
- b. Sharing updates on service activity, responses to evaluation efforts, and deliverables for project
- c. Timely communication of staffing or implementation challenges

5. Maintain accurate and complete notes of interactions including the collection of demographic and evaluation data
6. Ensure ongoing learning and a creative mindset is present throughout the project
7. Provide all services that responsive to intersectional needs and are safe for each person
8. Other duties as assigned

## WORK AIDS

---

computer equipment, telephone, photocopier, valid driver's licence.



## PHYSICAL & INTELLECTUAL REQUIREMENTS

---

### **Complexity of Duties:**

Requires interpretive and analytical judgement (not routine work/tasks). Provides considerable opportunity for creativity, planning and challenge.

### **Mental Effort:**

Requires independent judgement in making decisions involving non-routine problems under general supervision. Requires the carrying out of non-routine procedures, under constantly changing conditions, in conformity with general instructions from manager.

### **Physical Effort:**

1. Requires manual dexterity and hand/eye coordination.
2. Requires moderate physical exertion, concentration and strain.

## RESPONSIBILITY

---

1. Is accountable for providing service for service users as part of a multi-disciplinary team.
2. Is accountable for providing services and information to the community at large and groups within the community.
3. Actions can have consequences for the agency's operations and reputation.
4. Duties require attention to detail, organization, follow-up and ability to coordinate work with others.
5. Duties involve assisting with the implementation of policies or plans, including developing procedures for some aspects of units operations, but policy/planning input in specialized situations only.

## WORKING CONDITIONS

---

1. There may be high degrees of stress but where resources of other team members are usually available or is periodically exposed to the above highly unpleasant or hazardous conditions.
2. Works in a specific program area with mobility to other related spaces (internal/external) and within the community of Windsor/Essex County.
3. Works to frequent timelines consistently.

## Additional Information

---

Temporary Contract – 18 months

Effective Date: 2025-06-16

Part-Time at 17.5 hours / weekly

Vulnerable Sector Check: Required

Wages – \$25 / hour

Primary Contact: [alejandrov@westofwindsor.com](mailto:alejandrov@westofwindsor.com)

