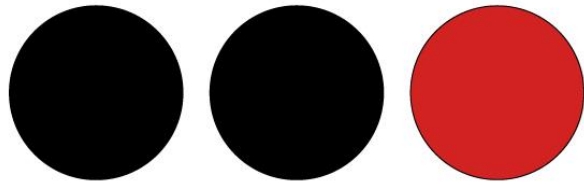




**BATTERED WOMEN'S
SUPPORT SERVICES**



Safety Changes Everything

Synchronicity Second-Stage Transition House Program Coordinator

1-year contract (possibility of renewal)

Location: Vancouver + other BWSS sites (in-person)

Hours: Part-time: averages 26 hours/week

Work cycle: Weeks 1–3: Wed–Fri, 10:00 AM – 6:00 PM (24 hrs/week)

Week 4: Wed–Sat, 10:00 AM – 6:00 PM

(32 hrs/week; includes monthly Saturday)

Occasional evenings/weekends as required

Schedule may vary based on program needs, organizational priorities, and special events.

Flexibility is expected and accommodated in advance where possible.

Compensation: \$40.00

Benefits: Extended health, dental, life, LTD, BC Municipal Pension Plan (after 90 days and success probationary review)

Reports To: Director, Clinical Practice and Direct Services

Responsible To: Synchronicity Second-Stage Transition House Steering Committee

Why this role matters

At BWSS, safety changes everything. Synchronicity is our second-stage transition house program with 10 self-contained units for women and their children leaving intimate partner, domestic violence. We provide time, space, and coordinated supports for families to rebuild safety, stability, and community while transitioning to permanent housing.

We're looking for a coordinator with integrity and heart whose first instinct is strong, trauma- and violence-informed case management. You're a meticulous project manager who keeps complex tasks moving, a natural systems navigator who coordinates across housing/legal/child-welfare/health services, and a clear, accurate reporter to our Steering Committee.

Synchronicity is a structured second-stage housing program designed to support women and their children as they rebuild safety, stability, and independence. The program combines housing with intensive case management, safety planning, and trauma- and violence-informed supports, helping participants move from crisis and survival to confidence, employment and training, community, and long-term housing.

This program follows BWSS Circles of Care model, offering structured case management, regular progress reviews, goal-setting, and wellness supports. The Program Coordinator draws on motivational interviewing, mid-range supportive counselling/intervention, safety planning, and child- and survivor-centred assessment to support women in identifying priorities, overcoming systemic barriers, and building safety pathways that reflect their strengths and choices.

What you'll do

- Lead participant case management for women and their children: intake, assessment, individualized Circle of Care plans, bi-weekly check-ins, goal tracking, documentation. Must demonstrate strong skills and experience supporting survivors through the complex process of leaving abusive relationships, including safety planning, risk assessment, crisis intervention, and ongoing emotional and systems navigation support.
- Deliver safety planning and interventions (TVI approach), crisis response, short-term counselling, conflict resolution, and warm referrals.
- Engage children's needs in every plan: connect to child/youth counselling, school/childcare, cultural/recreation supports.
- Coordinate housing stability: move-ins/orientations, Good Neighbour agreements, wellness/safety check-ins, move-outs/transition plans to long-term housing.
- Navigate systems and advocate with BC Housing, MCFD, income assistance, immigration, health, and legal services.
- Build community: monthly programs (community kitchen, parenting after violence, peer support circles, legal info, wellness activities) with other BWSS programs.
- Project-manage program operations: task plans, timelines, vendor/property-management coordination, OHS/WorkSafeBC and BC Housing standards.
- Report accurately: maintain files, statistics, and outcomes; prepare monthly reports and recommendations to BWSS and the Steering Committee; contribute to policy, evaluation, and continuous improvement.

What you bring

- Case management first: at least 2 years providing case management/housing/crisis support with survivors of GBV, including documentation and measurable outcomes.
- Demonstrated transition house support worker experience - experience working in second stage preferred.
- TVI, child- and family-centred practice grounded in an intersectional feminist and anti-oppression lens.
- Experience delivering structured program supports using motivational interviewing, collaborative goal setting, and trauma- and violence-informed assessment.
- Demonstrated ability to lead safety planning, intervention coordination, and ongoing case reviews with women navigating violence, housing instability, and systemic barrier.
- Integrity, reliability, and professional judgement—especially under pressure.
- Skilled coordinator across services: you align partners, close loops, and keep families' plans moving.
- Confident project manager: set priorities, manage calendars and milestones, and meet reporting deadlines from a deeply survivor-centred approach.

- Knowledge of CFCSA, and community housing continuum; comfortable with privacy/confidentiality requirements.
- Strong written and verbal communication; Microsoft Office and database proficiency.
- Current First Aid and Non-Violent Crisis Intervention (or willing to obtain).
- Familiarity with local Indigenous, Black, immigrant, refugee, and LGBTQ2S+ communities; cultural safety and humility in practice.

About BWSS & Synchronicity Second Stage Transition House

BWSS ends gender-based violence through direct service, systemic advocacy, training, and social change. Launched in 2024, Synchronicity is our first residential program—ten units of second-stage housing for women and children leaving violence anchored by coordinated, survivor-centred supports that help families rebuild and move to permanent housing.

Equity & eligibility

As a bona fide requirement, this position is open to self-identified women and femmes, inclusive of trans, Two-Spirit, and non-binary people. We strongly encourage applications from Indigenous, Black, racialized, immigrant, and refugee women/femmes and those with relevant lived experience.

To apply

Send your cover letter and résumé (PDF only) detailing how you meet or exceed the qualifications to endingviolence@bwss.org by November 14th, 2025 by 5 pm. Please, no phone calls or social-media messages.

Join us. Bring your integrity, your intersectional feminist analysis on gender-based violence your case-management excellence, and your coordination superpowers. Help us make safety the foundation for what comes next.