



EXTERNAL POSTING

Indigenous Victim and Family Liaison

Kenora, Ontario

POSITION SUMMARY: The Ontario Native Women's Association is currently accepting applications for a **full time** position of **Indigenous Victim and Family Liaison** in **Kenora**.

The goal of the Indigenous Victim and Family Liaison (AVFL) is to provide support and guidance to the families of missing and murdered Indigenous women. In addition, the AVFL will provide a full range of individual advocacy and support to Indigenous women who have been victimized and experienced various forms of abuse.

QUALIFICATIONS:

- A minimum college diploma in Social Work, Criminology, Indigenous Learning or equivalent with a minimum of three (3) years work experience in advocacy or related field.
- Knowledge of the criminal justice system, specific experience as advocate an asset.
- Advocacy work on behalf of clients, including referral to local service agencies.
- Experience tracking and reporting statistical information.
- Crisis support, guidance and referral skills.
- Excellent organizational and communication skills and an ability to follow through on assigned duties independently with strict deadlines.
- Knowledge of Not-For-Profit organizations.
- Ability to plan, organize and manage time effectively.
- High motivated individual with the ability to work in minimal supervision.
- Capacity to solve problems and to see different perspectives.
- Knowledge of and connection to service agencies in the location of service delivery.
- Ability to network with other community agencies, services and organization.
- Working knowledge of computer, specifically Microsoft Office.
- Working knowledge of standard office equipment, such as photocopier, fax machine, and telephone.
- Demonstrated experience providing services to Indigenous families and communities.
- Knowledge of Indigenous culture and traditions.
- Ability to speak an Indigenous language is considered an asset.
- Valid G-class driver's license and access to an appropriately insured, reliable vehicle.
- Current First Aid/CPR Certification.
- Current, valid vulnerable sector criminal records check.
- Ability to travel.

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Head Office: 150 City Road • P.O. Box15-684 City Road • Fort William First Nation, ON P7J1J7 •
Toll Free: 1-800-667-0816 • Phone: (807) 577-1492 • Fax: (807) 623-1104

RESPONSIBILITIES:

- Ensure that program eligibility criteria are met.
- Assist clients with goal setting and development of plans of care.
- Facilitate access to other service agencies for women and their families who have been victimized and experienced various forms of abuse. Some of the resources and supports may include:
 - Housing supports;
 - Education resources;
 - Employment services and training;
 - Life skills training (e.g. financial management, household management);
 - Health and mental health services; and
 - Legal services.
- Foster communication and linkages with community agencies/organizations to improve access and mitigate barriers to services for women and their families.
- Facilitate workshop of healthy living, esteem, healthy relationships, cultural identity, and other related topics.
- Services will be:
 - Reflective of and responsive to individual needs.
 - Culturally appropriate.
 - Accountable to the individual and community.
 - Sensitive to the social, linguistic and cultural diversity of women and their families.
 - Staffed by individuals with the appropriate range of skills and abilities necessary to respond effectively to the needs of women and their families.
 - Based on the individual's assessed needs and preferences, and available individual, agency, community and contracted Ministry resources.
- Adhere to Policies and Procedures as set by the ONWA.
- To network and promote ONWA and all ONWA related programs. Adhere to professionalism at all times and maintain good communications.
- Other duties as assigned.

RESPONSIBILITIES – GENERAL:

- The AVFL will meet with women and their families through person-to-person, voice-to-voice, email, social media and other interactions, which may occur in the home, community or neighborhood locations.
- Act as an advocate for clients engaged in the justice system including but not limited to attending court, liaising with police and child welfare engagement.
- Provide client supports as appropriate to individual situation as outlined in orientation and training. Report on the provision of these supports.
- Work with local service delivery agencies to provide referral to various services, including but not limited to those related to healthcare, housing, child welfare and food security.

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- Engage in outreach activities with women and families related to sexual health, healthy relationships, general wellness and justice system education.
- The AVFL will incorporate the traditional Indigenous culture into all programming and services provided to the Indigenous women and their families. They will take personal responsibility to increase sensitivity and awareness and implementation of ONWA's cultural teachings and organizational practices in both professional conduct and work related deliverables.

DUTIES – ADMINISTRATIVE:

- Completion of all reporting as stated in the ONWA Policies and Procedures as well as within the contribution agreement.
- Complete all necessary forms for reporting and accountability purposes. Meet with the Justice Coordinator and provide reports as required.

DUTIES – PUBLIC RELATIONS:

- Promote the program within the community.
- To adhere to professionalism is representing the organization at all times and maintain good communications.

STANDARDS OF PERFORMANCE:

- Representation on committees as required for the enhancement and benefits of ONWA's programs.
- To network and promote ONWA and all ONWA related programs. Adhere to professionalism at all times and maintain good communication.
- Maintain professionalism at all times.

AUTHORITY:

To execute duties and responsibilities outlined in this job description.

ACCOUNTABILITY:

The **Indigenous Victim and Family Liaison** will be directly accountable to **Program Manager of Services** for the proper completion of the functions outlined in the job description.

Applicants are asked to submit a resume and cover letter to the attention of:

Human Resources
Ontario Native Women's Association
380 Ray Boulevard
Thunder Bay, ON P7B 4E6
Fax: (807) 623-1104
Email: hr@onwa.ca

Qualified Indigenous Women are particularly encouraged to apply.
Only those applicants granted an interview will be contacted.

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A job description is available upon request.

We welcome applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

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