



# Indigenous Victim Family Liaison

Community Services - Kenora, Ontario

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Department Community Services

Employment Type Full Time

Minimum Experience Mid-level

Compensation \$51,900-64,900 DOE

## ONWA MANDATE

The Ontario Native Women's Association (ONWA) is a not for profit organization that empowers and supports Indigenous women and their families in the province of Ontario. ONWA encourages the participation of Indigenous women in the development of Federal, Provincial, Municipal/Local government policies that impact their lives and ensure issues affecting Indigenous women and their families are heard at key government tables.

ONWA is committed to providing services that strengthen communities and guarantees the preservation of Indigenous culture, identity, art, language and heritage. Ending violence against Indigenous women and their families and ensuring equal access to justice, education, health, environmental stewardship and economic development, sits at the cornerstone of the organization. ONWA insists on social and cultural well-being for all Indigenous women and their families, so that all women, regardless of tribal heritage may live their best lives.

## SCOPE:

The Indigenous Victim and Family Liaison (IVFL) is to provide support and guidance to the families of missing and murdered Indigenous women. In addition, the IVFL 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 Community Members, including referral to local service agencies.
- Experience tracking and reporting statistical information.
- Crisis support, guidance and referral skills.
- Knowledge and working of Not-For Profit Organizations.
- Demonstrated organizational, time management and presentation skills with the ability to follow through on assigned duties independently within strict deadlines.
- Excellent written and oral communications, with emphasis on keen listening and ability to effectively interpret verbal communications and needs of prospective Community Members.
- Excellent working knowledge of Microsoft Office; competency working with other databases.
- Knowledge and understanding of current issues facing Indigenous Women and their families.
- Must be dependable, able to follow instructions, respond to management direction and be able to improve performance through management feedback.
- Ability to speak an Indigenous Language is considered an asset.
- Valid G Class Driver's License, clean drivers abstract and access to a reliable vehicle with appropriate insurance.
- Valid current vulnerable sector criminal records check, 1st Aid/CPR.
- A cellular phone and internet access is required within this position
- Must be willing and able to work a flexible working from home arrangement if required. This may include a combination of virtual remote work in your home and in office arrangements. This will be based on operational needs and will be determined by the ONWA.
- Ability/willingness to travel.

## KEY CORE COMPETENCIES REQUIRED:

- **Inter-cultural Competency Informed** – Understands to incorporate a personal responsibility to increase sensitivity, awareness and implementation of ONWA's cultural teachings and organizational practices in both professional conduct and work related deliverables.
- **Indigenous Gender-Based Analysis Informed** – Understands to incorporate an intersectional approach to gender, race and discrimination and subsequent intergenerational impacts affecting Indigenous women and their families.
- **Trauma-Based Practice Informed** – Understands to incorporate a trauma-informed approach to recognize and respond to all forms of trauma and the necessity of supporting Indigenous women in a culture of tradition and safety in her healing journey.
- **She is Wise Leadership Informed** – Understands to incorporate the Four Agreements within daily responsibilities and combined with ONWA's cultural teachings contribute to the empowerment and leadership of Indigenous women within their communities.

## RESPONSIBILITIES – SPECIFIC:

1. Ensure that program eligibility criteria are met.

2. Assist Community Members with goal setting and development of plans of care.
3. 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.
4. Act as an advocate for Community Members engaged in the justice system including but not limited to attending court, liaising with police and child welfare engagement.
5. Provide Community Member supports as appropriate to individual situation as outlined in orientation and training. Report on the provision of these supports.
6. 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:
  - a. Housing supports;
  - b. Education resources;
  - c. Employment services and training;
  - d. Life skills training (e.g. financial management, household management);
  - e. Health and mental health services; and
  - f. Legal services.
7. Foster communication and linkages with community agencies/organizations to improve access and mitigate barriers to services for women and their families.
8. Facilitate workshop of healthy living, esteem, healthy relationships, cultural identity, and other related topics.
9. Services will be:
  - a. Reflective of and responsive to individual needs.
  - b. Culturally appropriate.
  - c. Accountable to the individual and community.
  - d. Sensitive to the social, linguistic and cultural diversity of women and their families.
  - e. Staffed by individuals with the appropriate range of skills and abilities necessary to respond effectively to the needs of women and their families.
  - f. Based on the individual's assessed needs and preferences, and available individual, agency, community and contracted Ministry resources.
10. Incorporate the traditional Indigenous culture into all programming and services provided to the Indigenous women and their families.
11. Other duties as assigned.

**RESPONSIBILITIES – ADMINISTRATIVE:**

1. Complete monthly and submit to Manager and/or Director when required.
2. Complete quarterly reports on or before the requested due date.
3. Complete reports to funders as required.
4. Complete and attend supervisions with Manager and/or Director on a regular basis.
5. Other reports or admin as assigned.

**RESPONSIBILITIES – PUBLIC RELATIONS:**

1. Promote the program within the community.
2. To adhere to professionalism in representing the organization at all times and maintain good communications.

**EXPECTED STANDARDS OF PERFORMANCE:**

1. Adhere to the Policies and Procedures as set by the ONWA.
2. Representation on committees as required for the enhancement and benefits of ONWA's programs.
3. To network and promote ONWA and all ONWA related programs. Maintain good communication.
4. Maintain professionalism at all times.
5. The completion of functions outlined in the description and the achievement of goals set to a high level.
6. Attendance and conduct at work according to the requirements of the Association's Personnel Policy.
7. Adherence to the Code of Ethics, and positive relationship building.

**AUTHORITY:**

To execute the functions outlined in this job description.

**ACCOUNTABILITY:**

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

Indigenous Women are particularly encouraged to apply.

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

As Indigenous leaders, ONWA is continuing full operations including hiring, while working from home, as supporting our community members is a priority. ONWA is scheduling all interviews, providing all training, onboarding and orientation for new employees, through the use of virtual tools. We will continue to accommodate remote and home based work arrangements in an effort to keep our ONWA employees healthy and safe

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