INDIGENOUS VICTIM SERVICES (IVS) ADVOCATE - Afternoons– 108R2-26-5
Justice, Nation Building
Contract

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up **until filled** for the **IVS Advocate** with **Justice** Department. The Six Nations of the Grand River Application for Employment Form, Job Posting, and Job Description are available for printing from the www.greatsn.com website. Online applications are accepted through https://www.sixnations.ca/careers/
NO LATE APPLICATIONS ACCEPTED.

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: The **IVS (Indigenous Victims Services) Advocate** reports to and receives directions from the IVS Manager.
The Indigenous Victim's Services (IVS) Advocate is responsible for providing service intakes and delivery to victims of crime and other social tragedies in the Indigenous communities of Brantford, Six Nations, Hamilton, and Cayuga. The (IVS) Advocate will provide support to individuals experiencing trauma such as physical and sexual assault, car accident, house fires, homicide, or a sudden death of a loved one. The (IVS) Advocate will work with the other Indigenous Justice staff to help ensure that wrap around services, referrals and supports for indigenous victims is provided. The (IVS) Advocate will be flexible and is able to respond quickly to the needs of Indigenous victims. The (IVS) Advocate will be flexible to work after hours when required.

1 Afternoon shift worker.

Type	Contract (1 year)
Closing Date	Open until filled
Hours of Work	35 hours weekly – Afternoons – 3pm-11pm
Wage	Min. $52,900-$66,200/yr

***A competitive compensation package will be offered commensurate with qualifications. ***

BASIC QUALIFICATIONS:

- Must have a Bachelor's degree in social work, sociology, psychology, with strong counselling background with two years of experience; Or
- A two-year accredited social service worker diploma with three to five years' continued experience in the human services field.
- Minimum three (3) year experience working with Indigenous organizations or within First Nations communities.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

- Must be registered with the Ontario College of Social Workers, or respective regulatory body. Or willing to be registered.

SUBMISSION PROCEDURE: (Choose <u>one</u> method <u>ONLY</u>):

<u>Method #1: Online</u>

1. Please visit: https://www.sixnations.ca/careers/ to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which includes:
    a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
    b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
    c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance, please reach out to Kalvin Egan, HRBP5@sixnations.ca

<u>Method #2: GREAT</u> – Applications must include <u>all</u> of the following:

1. Printed, filled in, and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

IVS Advocate – Afternoons – Contract – 108R2-26-5
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

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POSITION TITLE: INDIGENOUS VICTIM SERVICES COURT ADVOCATE

REPORTING RELATIONSHIP

The Indigenous Victim Services Court Advocate reports to and receives direction from the IVS manager

PURPOSE AND SCOPE OF THE POSITION

The IVS Court Advocate is responsible for providing service intakes and delivery to victims of crime and other social tragedies in the Indigenous communities of Brantford, Six Nations, Hamilton, and Cayuga. The IVS Court Advocate will provide support to individuals experiencing trauma such as physical and sexual assault, car accident, house fires, homicide, or a sudden death of a loved one. The IVS Court Advocate will work with the other Indigenous justice staff to help ensure that wrap around services, referrals and supports for indigenous victims is provided. The ICAV will be flexible and is able to respond quickly to the needs of Indigenous victims. The IVS court Advocate will be flexible to work after hours when required.

DUTIES AND RESPONSIBILITIES

TECHNICAL

- Responsible for conducting intakes with victims and making appropriate community referrals to Ontario Works, mental health and addictions, Jordan's principle programing, housing, family violence and sexual assault counselling etc.
- Responsible for the coordination of accommodations, transportation, and providing grocery vouchers for victims in need; as well as meeting clients at grocery stores when needed.
- Responsible for completing VQRP+ applications when needed.
- Responsible for writing and regularly updating progress notes on clients using the agency database.
- Responsible for assisting and responding to tragedies on site with staff when needed.
- Responsible for educating victims on IVS's model of victims' rights and responsibilities.
- Responsible for providing program outreach on IVS to Six Nations and outside communities when directed.
- Responsible for calling court services for the outcomes of accused regarding bail, pretrial and trial matters and reporting to IVS and victims.
- Responsible for collaborating with other staff in creating intake forms and all necessary forms to deliver services when required.

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- Responsible for learning and assisting victims in filling out court and legal documents.
- Responsible for assessing and making appropriate referrals to justice staff and outside community agencies.
- Responsible for responding appropriately to clients in times of crisis and those facing tragic circumstances – by phone and physically when appropriate.
- Responsible for accompanying and supporting victims to hospital, police station and to court with client consent, and when it is appropriate to do so.
- Will work from a strengths-based approach and a resolution-focused approach with clients and staff.
- Will provide program outreach to bring awareness on IVS programming and other justice department programming when required.
- Knowledge of Haudenosaunee Principles, and how to apply them in a team environment, with clients and community members
- Knowledge of the family, criminal justice system, Gladue principles and understanding of crisis and peer counselling intervention
- Knowledge and experience of challenges and issues facing vulnerable, socially excluded individuals.

ADMINISTRATIVE

- Represent Six Nations Justice Department at inter-agency meetings when appropriate.
- Keep monthly program statistics (in coming calls, face-to-face meetings with clients, number of intakes completed, referrals to and from outside agencies, attendance to court etc.
- Create weekly work plans and weekly activity reports to keep manager apprised.
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- Will keep progress notes on clients and will enter into program database.

COMMUNICATION

- Ensures and adheres to confidentiality for clients, staff and Six Nations Justice Department matters.
- Keeps the manager apprised of activities on a weekly basis both verbally and in a written weekly and monthly reports.
- Will write memorandums and/or briefing notes when making program requests, advocating for clients with special needs, and making innovative program recommendations.
- Will consult with the manager prior to writing emails or any communication to individuals in higher positions (eg. Ministry, Directors, other managers) and copy the IVS Manager on these emails.

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- Will have a general understanding of communication procedures within an office setting.

OTHER RELATED DUTIES

- Performs other job related duties as may reasonably be required by the IVS manager and/or Justice Director.
- Attend and participate in scheduled training as directed by IVS manager.
- Participates in Justice Department community events.

WORKING CONDITIONS:

- Work requires physical activity and mental stress; requires working inside/outside; requires travel; requires extensive interactions with the public, who at times may be hostile or irate; subject to interruptions, deadlines, unscheduled hours.
- Work has a high public profile, extensive public contact and is subject to deadlines and interruptions.
- Work involves considerable out-of-office contact.
- Work requires the ability to prioritize tasks, work independently with minimal supervision, and cope with many demands and time constraints.
- Work may at times be subject to unscheduled hours.

WORKING RELATIONSHIPS:

With the Justice IVS Manager

Receives direction, guidance, and discusses plans and priorities to ensure tasks are done efficiently and effectively, receives instruction and supervision.

With Department Staff

Liaises, cooperates and provides encouragement; maintains control through teamwork and direction.

With Other Staff

Maintains cooperation and consideration with all staff.

With External Agencies

Represents and promotes Six Nations interests relative to the Justice Department and IVS and maintains awareness of legislative policy and program changes; seeks to develop sound, professional working relationships.

With the Public

Represents and promotes the justice program interests of Six Nations; works in a courteous, co-operative, positive and proactive manner, provides information as requested.

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KNOWLEDGE AND SKILLS

Qualifications

- Must have a Bachelor's degree in social work, sociology, psychology, with strong counselling background with two years of experience in the court system/justice field or trauma-informed care; **OR**
  A two-year accredited social service worker diploma with three to five years' continuance experience in the court system/justice field or trauma-informed care; **OR**
  A High School diploma with five to 7 years' experience in the court system/justice field or trauma-informed care;
- Minimum three (3) year experience working with Indigenous organizations or within First Nations communities.
- Must be registered with the Ontario College of Social Workers, or respective regulatory body. Or willing to be registered.

OTHER PREFERRED SKILLS

- Excellent communication, critical thinking and interpersonal skills.
- Has excellent report writing skills.
- Flexibility and adaptability in a fast paced environment.
- High-level understanding of the mainstream legal and court system.
- High level of communication skills: interoffice, telephone, and written.
- High level of computer software skills: Microsoft Word, Outlook, Excel, Power Point and Publisher.
- High level of office and interpersonal communication skills.
- Strong level of organizational skills for self.
- Must be a team player.
- Possess research and data collection skills.
- Has a valid G license.
- Aware of Six Nations Community and services available in the area.
- Possess the ability to adapt and relate effectively with people of all ages.
- Will participate in recommended training.

IMPACT OF ERROR

Errors in judgement and in the conduct of duties could lead to loss of credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Justice, Six Nations Council, Government Agencies and the public.

CONTROL

Guiding principles set by the Justice Department and Six Nations Council. Works within the administrative policies and procedures by the Six Nations Council for the Justice Department and other legislation provided by the respective government.

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