

Victims Advocacy Worker

Duration:

Twelve (12) Month
Fixed-Term, Full-Time
(Start date ASAP) -
Six (6) Month
Probation Period

Division:
Justice Services

Salary:

\$58,227.00 to
\$65,773.50 Per
Year (37.5 hours per
week)

Deadline To
Apply:

Details

Purpose:

Is responsible for developing, promoting, and implementing education initiatives to increase knowledge and improve awareness of victim issues in the community. Advocates for victim rights in and outside the community. Researches and drafts the reports, funding proposals, guidelines, policies, procedures, and protocols required to administer and enhance the lonkwatahónhsate Victims Services program.

Participates in meetings of the Kahnawà:ke Justice Commission as a technical resource person.

Roles & Responsibilities:

Develops, promotes, and implements education initiatives

- Identifies, researches, plans, and hosts presentations, training, conferences, and other programmatic educational initiatives.
- Researches, develops, and publicizes educational materials to raise awareness of victims' issues, rights, and remedies.
- Consults with the Victims Support Worker on content and delivery of educational curriculum, including presentations, workshops, and instruction to institutions.
- Shares information with the community through reports and other publications.
- Keeps abreast of any legislative amendments, policy developments, and evolving best practices to ensure the information being shared is current.

Advocates for victims' rights

- Promotes lonkwatahónhsate Victims Services in and outside of the community.
- Promotes awareness of the personal effects of crime.
- Meets with community service providers and shares information on victim needs.
- Collaborates and liaises with internal organizations and external governments in areas of victims' issues, rights, and remedies.
- Facilitates and/or participates in committees, meetings, and briefings on victims' issues in the community.
- Provides information on victim rights and remedies and court processes on a needed basis.
- Provides court preparation and accompaniment, technical assistance, and referrals on an as-needed basis.

Research and development

- Develops guidelines, manuals, policies, procedures, protocols, and other relevant documentation.
- Researches, develops, and submits grant and funding proposals to external governments.
- Research and document existing systems, processes, and procedures for the purpose of standardization and improving effectiveness and efficiencies.
- Research best practices and models for benchmarking purposes in relevant areas.
- Coordinates and keeps abreast of any new developments in relation to the activities of the specific projects assigned and provides updates.
- Acts in the capacity of technical resource person and participates in Kahnawà:ke Justice Commission meetings.
- Conducts research/surveys and performs needs analysis to ensure that the program meets community needs.

Education & Experience:

- Bachelor's degree in social work or related field, or one of the social sciences, plus one (1) year relevant experience OR
- DEC in Social Work or related field, or Social Science, plus three (3) years relevant experience.

Knowledge, Skills & Abilities:

- Understanding of the principles and practices in relation to victim rights, remedies, court processes, and other related matters.
- Sound knowledge of Kahnawà:ke's justice programs and applicable legislation within Kahnawà:ke's jurisdiction (criminal, civil, and penal).

- Knowledge of the Mohawk Council of Kahnawà:ke's administrative policies and procedures.
- Knowledge of the issues facing the community and possible future needs.
- Good judgment and problem-solving skills.
- Strong oral and written communication skills.
- Project management, strong interpersonal skills, and a highly motivated self-starter.
- Presentation and facilitation skills.
- Ability to negotiate and secure funding.
- Planning, time management, and organization skills.
- Demonstrates professionalism, discretion, and courtesy when interacting with internal and external clients, fostering positive and respectful working relationships.
- Maintains confidentiality.
- Adhere to MCK Employment Policies and Kanien'kéha Language initiatives.
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language.

Working Environment:

- Five-day work week in an office and courtroom environment.
- Moderate to high stress associated with dealing with the public.
- Occasional driving or travel to venues or meetings outside of the office.
- Occasional overtime.

Requirements:

Please address your application to MCK Human Resources. Forward your complete application via e-mail only to: **Applications@mck.ca**

- Ensure complete applications are submitted, including Letter of Intent and Resume. Incomplete applications may not be considered.
- Only candidates selected for an interview will be contacted.
- Preference will be given to Indigenous candidates.
- When adding attachments, please use PDF format. Any other formats may be blocked from our system.

ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED

To Apply:

Email your applications with all the required documents to **applications@mck.ca**