

Victims Support Worker

Duration:

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

Division:

Justice Services

Salary:

\$51,831.00 to
\$58,539.00 Per
Year (37.5 hours per
week)

Deadline To Apply:

Details

Purpose:

Provides various support services to Kahnawa'kehró:non identifying as victims of crime, including post-traumatic and psychosocial intervention, court preparation and accompaniment, referrals to specialized services and/or resources, and various technical support.

Provides information on victims' rights, remedies, court processes, and other related matters. Also participates in meetings of the Kahnawà:ke Justice Commission as a technical resource person.

Roles & Responsibilities:

Front-Line Support Services

- Provides immediate, short-term crisis intervention and emotional support to clients.
- Refers clients to appropriate third-party service providers for specialized services and/or resources as needed.
- Coordinates referral processes and ensures a smooth transition from Ionkwatahónhsate Victims Services to third-party service providers.
- Provides courtroom orientation to clients, including arranging for observation of court cases to familiarize clients with the criminal justice process.
- Liaises between clients and the Kahnawake Mohawk Peacekeepers, prosecutors, and other participants in the criminal justice system.
- Accompanies clients to meetings with community organizations and other services as needed.
- Accompanies clients to hearings of the Court of Kahnawà:ke and external courts and provides the psychosocial support they may require in their role as witnesses.

Provides information on victims' rights, remedies, court processes, and other related matters

- Responds to questions from community members in relation to victim rights, remedies, court processes, and other related matters.
- Provides legal information such as general information about the law, the options available to a person, and the basic operation of the legal system.
- Assists with developing, promoting, and implementing public education/training initiatives, including participation as a presenter.
- Acts as a backup to the Victims Advocacy Worker in the areas of developing, promoting, and implementing education initiatives and advocating for victims' rights.
- Tracks and submits yearly stats, including stats on the number of clients served and the list of services referred to.

Technical Support

- Assists clients with preparing, filing, or producing the documentation required to exercise their rights as victims of crime and/or submitting requests for services.
- Assists clients with accessing information related to their file, including informing clients of the progress of their file at various stages of the criminal justice process.
- Acts in the capacity of technical resource person and participates in Kahnawà:ke Justice Commission meetings.

Education & Experience:

- Bachelor's Degree in social work, psychology or criminology or related field, plus one (1) year relevant experience OR
- DEC in Social Work or related field, plus three (3) years relevant experience.

AND

- Must possess a valid driver's license and have access to a vehicle.

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.
- Strong interpersonal skills and a highly motivated self-starter.
- 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 (5) day work week in an office and courtroom environment.
- Ability to manage overtime in the evenings and on weekends.
- Ability to manage considerable stress associated with workload priorities and emergency situations.
- Considerable stress and exposure to emotional, personal, and sensitive situations (i.e. family issues) requiring tact, discretion, and confidentiality.
- Occasional driving or travel to venues or meetings outside of the office.

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**