



Employment Opportunity

Position: **Victim Support Advocate**
Status: Full-time Term Contract
Opening Date: October 5, 2020
Location: Thunder Bay, ON

Posting Reference #: NTC 20201005 - VSA
Contract End Date: March 31, 2022
Closing Date: October 14, 2020

The Nokiiwin Tribal Council Inc. was incorporated in 2008. Nokiiwin provides services to member First Nations including Animbiigoo Zaagi'igan Anishinaabek, Bingwi Neyaashi Anishinaabek, Biinjitiwaabik Zaaging Anishinaabek, Fort William First Nation and Pic Mobert First Nation. The Tribal Council is mandated to provide services to our member and affiliated First Nations in the areas of governance, finance, economic development, community planning, technical, education and justice services. For more information go to www.nokiiwin.com.

Nokiiwin Tribal Council has initiated an Access to Justice initiative which has identified the need to develop Victims of Crime support services and programs and/or protocols with providers. Nokiiwin Tribal Council requires an experienced, knowledgeable, and motivated Victim Support Advocate to lead the development of victims of crime services through engagement at both regional and member First Nation level, in consultation with the Access to Justice Steering Committee. Key activities include supporting clients' interests and rights; participate in public education to raise awareness; preparing clients for participation in various judicial procedures.

Key Responsibilities:

- Under the overall supervision and reporting to the Access to Justice Manager, the Victim Support Advocate will be a member of an interprofessional team and responsible for developing, tracking, and reporting on the delivery of services required as outlined within the funding agreement of this project.
- Provide support services, practical assistance, information and referrals to victims of crime.
- Liaise with other First Nation and Aboriginal organizations to ensure mutual understanding, partnership building, and ongoing networking relationships to enhance the Victims of Crime Initiative and Activities.
- Attend information meetings, workshops, conferences and other professional development activities on relevant topics.
- Provide monthly activity reports, meeting reports and/or other reports to the Access to Justice Manager, Executive Director and Board of Directors as requested.

Preferred Qualifications:

- A university degree or college diploma in a related human / social services field with a minimum of three (3) years of related work experience.
- Must have experience working with First Nation organizations, First Nation Government, First Nation communities and other levels of government.
- A strong appreciation of the Nokiiwin Tribal Council Member First Nation cultures and community aspirations is required.
- Must have proven well-developed communication (speaking and writing), public relations and must be highly self-motivated and able to work well independently or as a team member.
- Ability to work effectively in a fast-paced, deadline-oriented environment including proposal development and reporting according to agreements.
- Must have excellent computer skills, proven experience with word processing, spreadsheet, database, presentation, and publishing software preferably in a Microsoft Office Suite environment.
- Demonstrated experience in coordination of both small and large meetings, logistics management in accordance with approved policies and procedures; and time management.
- Ability to engage people to build trust and rapport through effective communication skills.
- Must have valid Ontario Driver's License and access to reliable transportation.
- Criminal Reference check as relevant to the position is required.

Please send your cover letter, resume, and 3 work-related references by:

4:00 p.m. Wednesday October 14, 2020 to:
Human Resources, Nokiwin Tribal Council
384 Fort William Road, Thunder Bay, ON, P7B 2Z3
E-mail: [hiring@nokiwin.com](mailto: hiring@nokiwin.com)

Fax : (807) 474.4238

Only candidates who meet the qualifications and are granted an interview will be contacted.

Nokiwin is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.

