

Position: **Victim Support Advocate**

Status: Full-time Contract

Opening Date: June 30, 2026

Current Contract End Date: March 26, 2027 (contract extension pending funding approval)

Location: Nokiiwin Tribal Council

Posting Reference #: NTC-2026-16

Hours of Work: 35 hrs/wk

Closing Date: July 14, 2026

Hourly Rate: Pursuant to current wage grid

**Join Nokiiwin Tribal Council as we proudly enter our 20th year of operation!** We are a dynamic non-profit organization dedicated to empowering and supporting our member First Nation communities through programs in governance, health and safety, finance, justice, economic development, planning, technical services, and education. Guided by the cultural wisdom of the Seven Sacred Teachings—Love, Bravery, Respect, Honesty, Truth, Wisdom, and Humility—we foster a respectful and inclusive workplace that prioritizes physical, psychological, and cultural safety. Be part of a meaningful journey toward community well-being and unity.

Nokiiwin Tribal Council is seeking 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 Justice Steering Committee.

This service will be available to members of all Indigenous communities in the catchment area.

## Key Responsibilities:

Under the supervision of and reporting to the Access to Justice Manager, the Victim Support Advocate (VSA) is a member of an interprofessional team responsible for developing, coordinating, and reporting on service delivery in alignment with the project's funding agreement.

- **Client Advocacy and Court Support**
  - Provide court preparation, accompaniment, and debriefing support.
  - Advocate for victims' rights and support participation in restorative justice processes.
  - Prepare clients for involvement in judicial proceedings and related processes.
- **Client Support and Case Coordination**
  - Conduct initial assessments, provide emotional reassurance, and review safety plans.
  - Identify immediate needs and coordinate access to supports such as emergency housing, transportation, meals, and safety resources.
  - Maintain ongoing contact to ensure needs are met, including remote/phone support where required.
- **Service Coordination and Referrals**
  - Collaborate with clients to access appropriate supports, including family, accommodations, counselling, cultural advisors, and other community services.
  - Develop and maintain service protocols with partner agencies.
  - Facilitate referrals with client consent and ensure follow-through.
- **Community Engagement and Partnerships**
  - Liaise with First Nation and Indigenous organizations to build partnerships, strengthen service delivery, and support the Victims of Crime initiative.
  - Participate in public education activities to raise awareness of victims' rights and available services.
- **Resources and Tools**
  - Provide and coordinate access to safety planning tools, emergency communication supports, alarms, and interpreter services as needed.
- **Professional Development**
  - Attend and participate in training, workshops, conferences, and other relevant learning opportunities.
- **Reporting and Accountability**
  - Maintain accurate service tracking and prepare monthly activity reports and other reports as requested by the Access to Justice Manager, Executive Director, and Board of Directors.

## Qualifications and Skills:

- A university degree or college diploma in a related human / social services field with a minimum of three (3) years of related work experience.
- Knowledge of prevalent social issues and how they affect the Aboriginal population in Northwestern Ontario, including intimate partner violence, mental health and addictions, sexual violence etc.
- Must have experience working with First Nation organizations, First Nation Government, First Nation communities and other levels of government.
- A strong appreciation of the Nookiiwin 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.
- Successful completion of a Level 3 - Police Vulnerable Sector Check (PVSC)

## Ready to make a difference?

Apply today and become part of our dynamic team!

Interested applicants are encouraged to **apply online at [www.indeed.com](http://www.indeed.com)** by **submitting a single PDF document** that includes their cover letter, resume, and three (3) professional references by:

**4:00 PM July 14, 2026**

*We encourage all qualified candidates to apply for this position. Preference will be given to applicants who self-identify as First Nations, Inuit, or Métis, as part of our commitment to supporting Indigenous communities and advancing reconciliation.*

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

*Nookiiwin is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Canada Labour Code and Accessible Canada Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.*

**Learn more at [www.nookiiwin.com/work](http://www.nookiiwin.com/work)**

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