



# GINOOGAMING FIRST NATION

P.O. Box 89  
Longlac, Ont. POT 2A0  
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## **VICTIM SERVICES WORKER JOB POSTING – ONE (1) YEAR CONTRACT**

### **Summary:**

The Victim Services Worker is responsible for developing and providing support services, practical assistance, information and referrals to clients who have been victims of crime, in crisis or victims of social tragedy(s). The Victim Services worker will work closely with the Band Representative Services Department including Choose Life, Family Well Being and Family Support. This is a One (1) year contract on a maternity leave position.

### **Duties and Responsibilities:**

- Connect victims to community based services, conduct coordination of supports and services at the community level.
- Navigate needs and services such as child welfare, youth justice, family court, violence against women systems to assist client/victim
- Conduct client intake, providing information regarding the worker's role and the services offered.
- Assisting clients with intake forms
- Provide emotional support through active listening, debriefing and validating.
- Assessing needs for other services.
- Referring clients to other agencies such as community health, legal aid and mental health, etc.
- Provide accompaniment or transportation to court, medical or other appointments
- Explaining and helping with the court and trial processes
- Assist in the completion of legal or medical forms

### **Qualifications/ Experience:**

- Excellent communication and organizational skills
- Crisis response, intervention and needs assessment skills.
- Minimum two years in a related field, preferably First Nation
- Social Services Diploma
- Excellent computer skills including Microsoft Word, Excel and Outlook.
- Exceptional reporting techniques

Please submit your resume to:  
Debbie Charles, HR Manager  
debbie.charles@ginoogamingfn.ca

Wage: To be determined  
Closing Date: Until Filled  
Only those selected for an interview will be contacted.

Position Title:

Victim Services Worker

Department:

Health

Supervisor:

TBD

Position Overview:

The Victim Services Worker is responsible for developing and providing support services, practical assistance, information and referrals to clients who have been victims of crime, in crisis or victims of social tragedy(s). The Victim Services worker will work closely with the Band Representative Services Department Including Choose Life, Family Well Being and Family Support.

General duties include:

#### Strategic and Operational Planning

- In collaboration with community members, the health team and leadership to conduct program development, and program design.
- Developing crisis response protocol
- Risk assessment and safety planning
- Organize community events/activities/workshops that are culturally-based and informative in the areas
- To provide community-based support programs for victims of crime, crisis or social tragedy(s).

#### Program and Service Delivery Management

- Connect victims to community based services, conduct coordination of supports and services at the community level.
- Navigate needs and services such as child welfare, youth justice, family court, violence against women systems to assist client/victim
- Conduct client intake, providing information regarding the worker's role and the services offered.
- Assisting clients with intake forms
- Provide emotional support through active listening, debriefing and validating.
- Assessing needs for other services.
- Referring clients to other agencies such as community health, legal aid and mental health, etc.
- Provide accompaniment or transportation to court, medical or other appointments
- Explaining and helping with the court and trial processes
- Assist in the completion of legal or medical forms
- To work closely with other Ginoogaming support programs/Team environment
- Liaise on behalf of the client
- Raises awareness on various forms of abuses
- Record keeping of statistics and reports
- Organize community events/activities/workshops that are culturally-based that bring awareness to members
- Implement Crisis response programs when required

#### Working Relationships

- Choose Life
- Mental Health and Addictions Navigator
- Band Representative Services
- Family Well Being Worker
- Family Support Worker

- Collaborating with local victim service programs

Performs other duties and responsibilities as necessary in the performance of the position and as assigned by Chief and Council.

Knowledge, Skills and Abilities:

- Knowledge of the criminal system an asset pertaining to victims of crime
- Risk assessment and safety planning skills
- Crisis response skills
- Analytical and problem solving skills
- Excellent Communication/organization skills
- Ability to work individually and as a team
- Dedication to the role and community
- A positive role model able to perform employment related duties in a respectful, responsible and ethical manner
- Computer skills with Microsoft Word, Excel, Outlook, PowerPoint and other related software programs
- Effective verbal, presentation and listening communication skills
- Ability to speak the Ojibway language is a definite asset but not a requirement for the position
- Available to travel and work flexible hours in order to achieve the objectives of the program

Experience and Education Requirements:

- Diploma and/or training certificates from a recognized addictions program/social services program, along with a minimum of two years' experience
- A valid Ontario's Driver's License and good driving record is a definite asset but not a requirement for the position
- Excellent communication and organizational skills
- Crisis response, intervention and needs assessment skills.
- Minimum two years in a related field, preferably First Nation
- Excellent computer skills including Microsoft Word, Excel and Outlook.
- Exceptional reporting techniques

Environmental Conditions (*optional*):

- Physical Effort: Moderate physical effort
- Physical Environment: Office environment, membership homes,
- Sensory and Mental Attention: Loud

Other Requirements:

- Professional appearance.
- Follow all GFN Policies and Procedures and display a commitment to the values and culture of the GFN.
- Ability to successfully and periodically undergo an appropriate criminal records review and police record check is required.
- Performs other duties and responsibilities as necessary in the performance of the position and as assigned by the department manager, Band Manager of Chief and Council.