

STRENGTH  
PEACE  
UNITY

# Mohawk Council of Kahnawake

P.O. Box 720  
Kahnawake Mohawk Territory J0L 1B0

*Tsi Nikaio'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens*

**HUMAN RESOURCES UNIT**



Tel.: (450)632-7500

Fax: (450)638-5958

Website: [www.kahnawake.com](http://www.kahnawake.com)

INTERNAL/EXTERNAL

## JOB OPPORTUNITY

### POSITION:

Victims Support Worker, Justice Services

### DURATION:

Fixed-Term, Full-Time  
(January 30, 2024 – January 31, 2025)  
Six (6) Month Probation Period

### DESCRIPTION:

See Attached Job Description

### SALARY:

Hours of Operation  
Hours per week

\$1,182.75 to \$1,335.75 Per Week  
8:30 a.m. to 4:00 p.m.  
37.5 hours per week

### DEADLINE FOR APPLICATION:

**Monday, January 22, 2024 - 4:00 p.m.**

### REQUIREMENTS:

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

- ✓ Applicant checklist
- ✓ Letter of intent
- ✓ Resume

**APPLICATION:** Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: [Applications@mck.ca](mailto:Applications@mck.ca)

**NOTE:** All forms and requirements are listed on our website: [www.kahnawake.com/jobs](http://www.kahnawake.com/jobs)

- **Please ensure complete applications are submitted as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**
- **Preference will be given to Aboriginal candidates.**



<b>Job Title:</b>	Victims Support Worker
<b>Division:</b>	Justice Services
<b>Reports To:</b>	Commissioner of Justice
<b>Name of Incumbent:</b>	
<p><b>Purpose:</b> Under the supervision of the Commissioner of Justice, 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 victim rights, remedies, court processes, and other related matters. Also participates in meetings of the Kahnawà:ke Justice Commission as a technical resource person.</p>	
<p><b>Cultural Identity Attributes:</b> A self-disciplined person not afraid of difficult situations and who is self-aware, open-minded, non-judgmental, empathetic, compassionate, and a critical thinker. They use sound judgement in decision-making. They are able to communicate in an open and honest manner and can establish and maintain a safe, sensitive, and respectful environment.</p>	
<p><b>Roles &amp; Responsibilities:</b></p>	
<p><b>Front-Line Support Services</b></p> <ul style="list-style-type: none"> <li>• Provides immediate, short-term crisis intervention and emotional support to clients;</li> <li>• Refers clients to appropriate third-party service providers for specialized services and/or resources as needed;</li> <li>• Coordinates referral processes and ensures a smooth transition from lonkwatahónhsate Victims Services to third-party service providers;</li> <li>• Provides courtroom orientation to clients, including arranging for observation of court cases to familiarize clients with the criminal justice process;</li> <li>• Liaises between clients and the Kahnawà:ke Mohawk Peacekeepers, prosecutors, and other participants in the criminal justice system;</li> <li>• Accompanies clients to meetings with community organizations and other services as needed; and</li> <li>• 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.</li> </ul>	



## Information on victim 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; and
- 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 also advocating for victims' rights;
- Tracks and submits yearly stats, including stats on a number of clients served and 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.

***The statements herein reflect general details to describe the principle functions for this job and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.***

## Decision-Making Authority:

- Decision-making authority over management of client files from intake to file closure;
- Decides on most appropriate reporting and communication methods;
- Decides on project resource requirements;
- Determines best practices and methodology to resolve issues.

## Accountability:

- Ensures compliance with applicable legislation, policies, and protocols are respected in relation to the lonkwatahónhsate Victims Services program;
- Ensures the continuous improvement of the lonkwatahónhsate Victims Services program;
- Ensures program goals and objectives are realistic, attainable, and complement the Justice Services Division's operation and strategic plans;



- Ensures service provided is relevant to community needs and dynamics;
- Conducts business with internal and external clients in a tactful, discreet, and courteous manner;
- Maintains confidentiality;
- Adheres to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives.

**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, and Other Attributes:**

- 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 jurisdiction (criminal, civil, and penal);
- Knowledge of the Mohawk Council of Kahnawake's administrative policies and procedures;
- Knowledge of the issues facing the community and possible future needs;
- Good judgement 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;
- The ability to communicate in the Kanien'kéha and French languages is an asset;
- The willingness to learn the Kanien'kéha language is required.

**Working Environment:**

- Five (5) day workweek; 8:30 a.m. to 4:00 p.m.; 37.5 hours per week; 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.



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<b>Competencies:</b>					
<b>Self - Management</b>	<b>Client &amp; Team Relations</b>	<b>Quality Decision Making</b>	<b>Professional Capacity</b>	<b>Communication</b>	
Indeterminate	Mastery	Indeterminate	Mastery	Indeterminate	
<b>Adaptability</b>	<b>Planning and Organizing</b>	<b>Leadership</b>	<b>Language &amp; Culture</b>		
Indeterminate	Core	Intermediate	Core		
<b>Commitment Statement:</b>					
<p>I serve my community with its best interest in mind by supporting and encouraging creative, critical, and resourceful thinking, accepting and nurturing new ideas and approaches, and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take the initiative in an interactive working environment.</p>					
<b>Signatures:</b>					
Employee’s Signature: _____					
Date: _____					
Supervisor’s Signature: _____					
Date: _____					
Performance Management Administrator’s Signature: _____					