



FAMILY WELLNESS COORDINATOR

JOB DESCRIPTION

The Native Women's Resource Centre of Toronto (NWRCT) is home to the Circles of Care (COC) program which utilizes a comprehensive approach to addressing and eradicating violence against Indigenous Women and their children. It seeks enhance and provide supports across service areas that are designed to meet the unique needs of Indigenous women who are involved with both the child welfare systems and violence against women sectors. It will provide services to Indigenous women, their children, families, and communities by creating circles of care that meet their cultural, mental, physical, emotional and spiritual needs.

As part of the NWRCT team, the Circle of Care Family Wellness Coordinator (COCFWC) will support Indigenous women in a culturally rooted, holistic way, in navigating through the complex systems encountered when experiencing violence and involvement in child welfare matters. The Coordinator will focus on crisis management and stabilization, awareness and education, planning and goal setting, liaising with service providers and provide conflict resolution support for Indigenous women and their families. The COCFWC will build dependable, reliable, and trustworthy relationships with the women/mothers, while preserving their dignity and promoting a holistic approach among all service providers. This will help ensure the rights of the mother and child are both upheld.

QUALIFICATIONS

- Post-secondary diploma/degree in social work, Indigenous learning, women's studies with a minimum three (e) years' work experience in community service delivery
- Knowledge of the child welfare and justice system pertaining to violence against Indigenous women
- Proven experience in and knowledge of victims' issues surrounding child welfare, violence, crisis management and stabilization
- Excellent written and verbal communications skills
- Strong facilitation skills with the ability to speak to large groups to educate and raise awareness on child welfare and violence issues
- Strong experience in client advocacy with demonstrated experience providing services to Indigenous women, families, and/or communities
- Ability to speak Ojibway and/or Oji-Cree is an asset
- Experience working with Indigenous Peoples and Communities
- Knowledge of Indigenous cultures, traditions and family dynamics

- Demonstrated ability to handle difficult and painful emotional situations and distance oneself from client's problems or emotions, ensuring self-care is at the forefront
- Proven ability to ensure confidentiality, and show respect, patience and empathy towards clients
- Knowledge of and established relationships with other service providers, ability to network and create/maintain these relationships
- Strong organizational/time management skills with an ability to plan ahead, define measurable objectives, outcomes and meet timelines
- Working knowledge of MS Office, internet, and general office equipment
- Valid G Class Driver's License and access to a reliable vehicle with appropriate insurance
- Current Police Record Check and Vulnerable Sector Screening are required
- CPR and First Aid certifications
- Ability/willingness to travel and to work flexible hours

- **RESPONSIBILITIES**

Work with, educate and coach Indigenous women involved with the CAS/VAW systems to provide crisis management and stabilization, cultural support, information and system navigation

- Work with local service providers in the CAS/VAW and related systems to develop collaborative relationships, partnerships, and protocols as well as educate and inform women about their services.
- Advocate for and with women, and explore how to work with Indigenous women and their families in ways that are more holistic and culturally competent
- Ensure Indigenous culture, traditions, and values are included in all aspects of service delivery in a holistic manner and respectful of the client's needs to promote their healing
- Establish a network of Elders/Traditional Healers who specialize in certain areas to empower and assist Indigenous women through their journey
- Build trust with women and develop a dependable and reliable relationship
- Discuss concerns identified by women with relevant service providers to explore possible ways to work more effectively with Indigenous women and their families
- Provide cultural and traditional support, through methods such as circles, teachings, ceremonies and Elders/Traditional Healers
- Teach/inform Indigenous mothers of their rights, roles and responsibilities
- Educate women and empower them and their families through a strengths-based approach that builds upon their resiliency and advocacy.
- Demonstrate strong case management/crisis response/intervention skills/needs/risk assessment skills
- Demonstrate initiative and work within established procedural guidelines as needed, liaise with stakeholders and service providers to provide integrated services and/or pertinent specialized information to enhance program effectiveness and client outcomes
- Develop/maintain networking with service providers for referrals to assist Indigenous people in securing sustainable housing
- Take responsibility to increase sensitivity, awareness, and implementation of cultural teachings and organizational practices in a professional manner

- Ability to work as a team and within the organization framework including staff meetings, professional development opportunities, case management, team building, and self-care
- Carry out other duties which may be necessary from time to time, as required

ADMINISTRATIVE DUTIES

- Complete reports monthly, quarterly, and annually, e.g. client files, programming statistics, and monthly work plans, and submit on or before due date
- Maintain accurate and current client listing, case notes and client files
- Prepare case reports, carefully document information, and maintain accurate case records, draft correspondence, impact statements and program reports, including program evaluation

STANDARDS OF PERFORMANCE

- Adhere to policies, procedures and best practices as set by the NWRCT, and applicable funder mandated policies and procedures
- Ability to create and maintain a confidential, welcoming, friendly and safe environment

Please provide a cover letter and resume to:

Cathi Porciello, Program Manager at programmanager@nwrc.ca and Lindsey Lickers at HTLiaison@nwrc.ca

APPLICATION DEADLINE: APRIL 9th,2018