



Minwaashin Lodge Indigenous Women's Support Centre

2323 Laurent Blvd.

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www.minlodge.com

Job Posting

Sacred Family Liaison Coordinator (Female)

(Relying on Provisions of Section 23 of the Ontario Human Rights Code)

Under the Accessibility of Ontario and Disability Act (AODA), Minwaashin Lodge is committed to fostering an equitable, accessible, and inclusive workplace.

Position reports to: Director, Children & Youth Programs
Location: 2323 St. Laurent Blvd. Ottawa
Salary: Commensurate with education and experience
Benefits: Attractive and comprehensive benefits package including an Employee Pension Plan
Closing Date: When position is filled.

Summary:

Minwaashin Lodge is seeking a *Sacred Family Liaison Coordinator*. This position provides services that are tailored to meet the needs of First Nation, Inuit and Metis families who may be involved with the Children's Aid Society of Ottawa (CASO).

The successful candidate will have a thorough understanding of the issues Indigenous women, children, youth and families may face in their involvement with the CASO and with other child welfare agencies. She will also have an in-depth understanding of the impacts of intergenerational trauma on the health and wellbeing of individuals and families.

This is a challenging and rewarding position that requires the ability to advocate on behalf of Indigenous women and their families with respect and professionalism.

Responsibilities:

- Act as an advocate, resource person and liaison for First Nations, Inuit and Métis women and children involved with the Children's Aid Society of Ottawa to ensure families receive culturally-appropriate and culturally safe support.
- Collaboration with other Minwaashin Lodge staff to develop a holistic, wrap-around service framework to support Indigenous families involved with CASO, following our existing Circle of Care model.
- Engage partners from the Indigenous community, and where appropriate from mainstream

service providers, to support families in their healing journeys, and to connect with a variety of supports to promote wholistic healing and well-being.

- Support clients who are experiencing intimate partner violence and/or other forms of violence and/or crisis through crisis counselling, the institution of safety protocols, and referral to appropriate services.
- Maintain the highest standards of confidentiality for client by ensuring all personal information about children and mothers is done with the consent of those involved, unless the exchange of personal information without consent is permitted by law, including, but not limited to, the Duty to Report set out in s.125 of the *Child, Youth and Family Services Act*.
- Conduct individual crisis counselling sessions with clients or refer to in-house counsellors for children, teens, young adults, or women, or refer participants to appropriate external resources.
- Provide support to program participants to form healthy peer relationships and to strengthen positive relationships with family members and friends.
- Provide life skills coaching and parenting support.
- Participate in all team and staff meetings and mandatory training.
- Monitor, assess and evaluate the effectiveness of the program through the completion of statistical reports/tracking forms; client satisfaction surveys; performance plans; progress notes.
- Maintain statistical and narrative reports that are required by the funder of the program.

Qualifications:

- Post-secondary diploma/degree in Social Sciences, Counseling, Indigenous Studies, Women's Studies or equivalent field of study plus extensive work experience.
- A minimum of three (3) years' work experience delivering community programming; facilitating the transmission of cultural knowledge to diverse audiences; and advocating on behalf of Indigenous community members.
- Excellent knowledge of trauma-informed care; Circle of Care processes; the *Child, Youth and Family Services Act* and experience working within an anti-oppressive framework.
- Excellent organizational and communication skills including written and oral communications, as well as the ability to work independently and complete assigned duties within stated deadlines.
- Demonstrated knowledge of the urban Indigenous community, with a particular understanding of poverty related challenges.
- Experience working effectively in a team, while maintaining a strong client focus.
- Proficiency with Microsoft Office programs, including Excel and Word.

Employer Requirements:

- First Nations, Inuit or Métis descent preferred.
- Current Criminal Records Check – Level 3 Vulnerable Sector Check.
- CPR/First Aid Certification.
- Ability to work flexible hours including evenings and weekends.
- Driver's License with no convictions.

To Apply:

Send a cover letter, a complete resume with three (3) references to Castille Troy, Manager, Human Resources, Minwaashin Lodge, 2323 St. Laurent Blvd., Ottawa, Ontario K1G 4J8 or email to: ctroy@minlodge.com