



Minwaashin Lodge
Indigenous Women's Support Centre
2323 St. Laurent Blvd
Ottawa, ON K1G 4J8

Indigenous Anti-Human Trafficking Liaison
(Female)
Full-time Contract
Internal-External Posting

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

Start Date: Immediate to March 31, 2023
Position reports to: Shelter Director- Oshki Kizis Lodge
Location: Shelter setting - Ottawa, Ontario
Work Condition: Moderate to high-risk environment

Summary:

The *Indigenous Anti-Human Trafficking Liaison* will be directly accountable to the Shelter Director for the proper completion of the functions outlined in the job description.

The *Indigenous Anti Human Trafficking Liaison* will work with the community to identify community needs and assist in building capacity to address trafficking and support Indigenous survivors of trafficking. The (IAHT Liaison will assist in providing targeted service planning and delivery supports to Indigenous agencies and communities as well as assisting non Indigenous agencies seeking to provide culturally appropriate services to indigenous survivors of Human Trafficking.)

Liaisons will have thorough understanding of the issues that Indigenous women are facing in their lives and how human trafficking specifically affects Indigenous women and will assist in the development of unique services that are tailored to meet their needs.

Responsibilities:

- Network with organizations, service agencies, and Provincial Territory Organizations to connect regarding services for Indigenous survivors of trafficking and to assess the availability of agencies to meet the needs of Indigenous survivors of trafficking;
- Utilize an Indigenous gender-based approach – assisting community buy in and needs within Indigenous agencies providing front line services;
- Assess agencies knowledge and consideration of existing and potential human trafficking activities in their communities and provide advice to agencies on how their service plans, program and policies can better meet the needs of Indigenous survivors of human trafficking;
- Develop a work plan identifying services agencies within the communities that can provide services to survivors;
- Address culturally specific prevention and awareness appropriate to each community and its Anti Human Trafficking initiatives.
- Leveraging existing resources with a unique focus on the specific needs of Indigenous survivors of trafficking;
- Develop a specific model and work with local and regional agencies to support and assist with developing plans to meet the needs of Indigenous survivors

- Assist with the creation of an Indigenous specific prevention and awareness campaign within the province;
- Keep abreast of pertinent issues in communities and the province in terms of Human Trafficking, particularly the sex trafficking of Indigenous women’
- Respond to trends around mining and resource extraction and the increased risk of trafficking in communities that are affected. This includes identifying service needs of the Indigenous communities in remote, rural and fly in communities;
- Attend quarterly meetings to provide updates on local and regional work as well as formulating provincial responses that are specific to needs of Indigenous communities and survivors;
- Participate in quarterly Advisory Committee meetings; the provincial Human Trafficking Committee meetings and Training and Professional Development;
- Assemble data, prepare, and submit reports, periodic and special reports, manuals and correspondence;
- To collaborate with the ONWA Management team to successfully implement the program;
- Work within a designated budget;
- Network and Minwaashin and the programs and adhere to professionalism at all times; support, promote and Minwaashin programs, mandates and purposes;
- A willingness to learn about Indigenous culture and traditions;
- All other related tasks and duties as assigned.
- Adhere to all policies and procedures,
- Carry out other tasks, which may be necessary from time to time as required.

Administrative Duties:

- Complete monthly reports (mileage, client list and monthly work plan) and submit to the Shelter Director 5 days before due date;
- Complete quarterly reports on or before the requested due date;
- Complete funders reports as required;
- Maintain accurate up to date client listing, case notes and client files;
- Adherence to the Code of Ethics, and positive relationship building.

Qualifications:

- Post-secondary diploma/degree in Social Sciences, Indigenous Studies, Women’s Studies with a minimum five (5) years’ work experience in community service delivery in a project coordination role.
- Preference will be given to candidates with experiential knowledge in the area of Human Trafficking and/or sexual exploitation, who are a’ survivor ‘of Human Trafficking and/or sexual exploitation, who have completed a minimum of five (5) years of recovery work while living a HT/SE free life.
- Must be trained in trauma informed care with a solid understanding of anti-oppressive framework.
- Preference will also be given to candidates with knowledge and experience working in one or more of the five identified community hubs;
- Excellent organizational and communication skills with demonstrated self-confidence through excellent written, oral, and facilitation skills as well as an ability to follow through on assigned duties independently with strict deadlines;
- Five years of experience working in a role of sharing cultural knowledge and programming;
- Ability to facilitate programming involving traditional Indigenous crafts, storytelling and other cultural knowledge/skills;
- Demonstrated knowledge of urban Indigenous housing and poverty challenges;
- Strong awareness of issues affecting Indigenous women and awareness of community;
- Solution oriented with proven analytical and problem solving skills;
- Knowledge of and relationships with other service agencies, ability to network and create/maintain these

relationships;

- Experience coordinating workshops and/or conferences;
- Strong organizational/time management skills with an ability to plan ahead, define measurable objectives and outcomes and meet goals in a timely matter;
- Proficient knowledge of MS Office Software, internet, and general office equipment;
- Valid G Class Driver's License and access to reliable vehicle with appropriate insurance;
- Valid current vulnerable sector criminal records check and First Aid/CPR;
- Ability/willingness to travel and to work flexible hours;
- Ability to speak an Indigenous language is an asset.

EMPLOYER REQUIREMENTS:

- First Nations, Inuit or Métis preferably
- Current Criminal Records Check
- CPR/First Aid Certification (or willing to train)
- Own vehicle an asset
- Must have a clean driving record (Insurance Liability requirements)
- Some evening and weekend work required
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To Apply:

Send a cover letter, a complete resume with three (3) references to Kate Holden– Finance/Human Resources- Minwaashin Lodge, 100-2323 St. Laurent Blvd, Ottawa, ON K1G 4J8 or email to kholden@minlodge.com

Closing Date: Until position is filled.

We thank all those who apply, but due to the number of applications we receive, we are able to contact only those being considered for an interview.

