



Ontario Native Women's Association

EXTERNAL POSTING **Brief Services Worker** **Thunder Bay, Ontario**

POSITION SUMMARY: The Ontario Native Women's Association is currently accepting applications for a **full time** position of **Brief Services Worker** in **Thunder Bay, ON**

ONWA MANDATE:

The Ontario Native Women's Association (ONWA) is a not for profit organization that empowers and supports Indigenous women and their families in the province of Ontario.

ONWA encourages the participation of Indigenous women in the development of Federal, Provincial, Municipal/Local government policies that impact their lives and ensure issues affecting Indigenous women and their families are heard at key government tables.

ONWA is committed to providing services that strengthen communities and guarantees the preservation of Indigenous culture, identity, art, language and heritage. Ending violence against Indigenous women and their families and ensuring equal access to justice, education, health, environmental stewardship and economic development, sits at the cornerstone of the organization. ONWA insists on social and cultural well-being for all Indigenous women and their families, so that all women, regardless of tribal heritage may live their best lives.

SCOPE:

The **Brief Services Worker** will provide trauma-informed, culturally grounded, wholistic services that provide a safe space for Indigenous women to connect to services. The Brief Services Worker will provide short-term, focused supports for Indigenous women and their family to address specific emotional, social and/or behavioural, physical, and spiritual needs. The worker will provide brief assessment, recommendations, and coordinate with other services as needed. The position requires extensive knowledge of intake processes, screening, coordinating access and response for immediate needs, brief services, and internal/external referrals to specific services. The worker will provide assessment, liaison services with community resources, and linkages to supportive services within the Province including a full range of cultural interventions, practices and ceremony that assist Indigenous women and their families with addressing recent and historical trauma, mental health, and healing and wellness needs.



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QUALIFICATIONS:

- Minimum degree, is preferred, and/or diploma in Social Work, Indigenous Studies, or and/or Social Sciences
- Minimum 3 years' experience working with Indigenous women delivering trauma, mental health, violence against women, justice, addiction, and family-based services
- Minimum 3 years' experience in supporting Indigenous women in advocacy, violence against women, family-based care, justice, addiction, and crisis response
- Specialized knowledge, systems navigation, and training in trauma care, mental health and wellness, family-based care, violence against women, child welfare, justice services, addiction and traditional healing
- Proven work experience in brief services, crisis support, and conflict mediation
- Experience providing brief services, case management, and supportive counselling techniques
- Strong ability to establish liaison with other social service providers and resources within the community
- In-depth awareness of anti-human trafficking, sexually trafficked women, systemic violence, racism and oppression of Indigenous women
- Ability to work from a strength-based, trauma-informed, and community member centered approach
- Knowledge of gender based analysis theory and methodology and a strong understanding of gender-based violence from an integrated feminist, anti-racist, anti-oppressive perspective is required
- Excellent oral and written communications
- Excellent knowledge in data tracking and statistical reporting
- Strong organizational, project management and time management skills
- Able to manage many conflicting priorities simultaneously, with the ability to prioritize
- Knowledge and working of not for profit Indigenous organizations
- Must be willing to work flexible hours as needed to provide services and/or crisis response to community members
- Experience working on a collaborative team and demonstrated ability to work independently with minimal supervision
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and other computer software
- A cellular phone and internet access is required for this position
- Valid G Class Driver's License and access to a reliable vehicle with appropriate insurance
- Valid current vulnerable sector criminal records check. 1st Aid/CPR
- Ability/willingness to travel.

KEY CORE COMPETENCIES REQUIRED:

- **Inter Cultural Competency Informed** – Understands to incorporate a personal responsibility to increase sensitivity, awareness and implementation of ONWA's cultural teachings and organizational practices in both professional conduct and work-related deliverables.



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- **Indigenous Gender-Based Analysis Informed** – Understands to incorporate an intersectional approach to gender, race and discrimination and subsequent intergenerational impacts affecting Indigenous women and their families.
- **Trauma-Based Practice Informed** – Understands to incorporate a trauma-informed approach to recognize and respond to all forms of trauma and the necessity of supporting Indigenous women in a culture of tradition and safety in her healing journey.
- **She is Wise Leadership Informed** – Understands to incorporate the Four Agreements within daily responsibilities and combined with ONWA’s cultural teachings contribute to the empowerment and leadership of Indigenous women within their communities.

RESPONSIBILITIES - SPECIFIC:

- Connect with community members and/or referents to coordinate access and response to brief services, case management, assessments, system navigation, and ensure wrap around supports
- Coordinate with community members to ensure criteria is met to navigate local/provincial systems
- Work in collaboration and network with other service providers to provide brief and immediate supports
- Provide brief and case management services to community members which includes assessment, development of safety plans/plan of care, short and long term planning, supportive counselling and follow up services when required
- Respond appropriately and in a timely manner to crisis situations
- Assess risk and behaviour, and manage situations where timely intervention is needed
- Identify uniqueness of each community member, identifying needs, assessments, and consultation; specifically identified by community member
- Respond to numerous phone calls from community members, referents and service providers on a daily basis and in a timely manner
- Provide support services to Indigenous women that have been sexually trafficked and impacted by violence and trauma.
- Provide support, advocacy, referrals, connections, and community resources
- Provide access to cultural interventions, traditional supports, and holistic services for women dealing with trauma, mental health, and wellness needs
- Educate, guide and support women on the effects of trauma, effective coping mechanisms, and trauma recovery techniques
- Referrals to organizations/agencies to meet community member’s identified needs and ensuring all documentation that is required is completed efficiently
- Providing and/or coordinating treatment readiness services to community members where supports are not identified
- Work collaboratively with internal supports/program of ONWA to establish plans of care, evaluation of progress/goal planning, and development of discharge plans/case file closures
- Assess community member crisis needs and develop and implement a plan of stabilization
- Carry out crisis stabilization, service delivery, and community member contact documentation in a timely and professional manner
- Maintain a community member caseload of 10-15 active community members



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- Promote centralized intake and brief services using a variety of methods to bring awareness within the province
- Collect community member data, and ability to provide funder reports and statistic accurately and on time
- Provide community members transportation as needed
- Provide training to employees, colleagues, community members, support services
- Consistently evaluate the program to ensure service delivery
- Work collaboratively with all team members, community services and supports
- Other duties as assigned.

RESPONSIBILITIES – ADMINISTRATIVE:

- Complete monthly reports and submit to Manager and/or Director when required
- Complete quarterly reports on or before the requested due date
- Complete reports to funders as required
- Complete and attend supervisions with Manager and/or Director on a regular basis
- Complete up to date data tracking, written reports and case notes that are in alignment with ONWA policies and procedures
- Other reports or admin work as assigned.

RESPONSIBILITIES – PUBLIC RELATIONS:

- Promote the program within the community
- To adhere to professionalism in representing the organization at all times and maintain good communications
- Liaise with other community services and agencies to ensure wrap around supports.

EXPECTED STANDARDS OF PERFORMANCE:

- Adhere to the Policies and Procedures as set by the ONWA
- Representation on committees as required for the enhancement and benefits of ONWA's programs
- To network and promote ONWA and all ONWA related programs
- Complete relevant training and maintain competent data input, best practices, new programs, and or agencies that would assist Indigenous Women
- Maintain knowledge of new and emerging trends, inclusive of substance misuse, mental health, health care, justice and supportive systems/issues
- The completion of functions outlined in the description and the achievement of goals set to a high level
- Attendance and conduct at work according to the requirements of the ONWA's Personnel Policy
- Adherence to the Code of Ethics, and positive relationship building.



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AUTHORITY:

To execute duties and responsibilities outlined in the job description.

ACCOUNTABILITY:

The **Brief Services Worker** will be directly accountable to the assigned **Branch Manager** for the proper completion of the functions outlined in the job description.

As Indigenous leaders, ONWA is continuing full operations including hiring, while working from home, as supporting our community members is a priority. ONWA is scheduling all interviews, providing all training, onboarding and orientation for new employees, through the use of virtual tools. We will continue to accommodate remote and home based work arrangements in an effort to keep our ONWA employees healthy and safe.

Applicants are asked to apply in confidence through our website (<https://onwa.bamboohr.com/jobs/>).

Indigenous Women are particularly encouraged to apply.
Only those applicants granted an interview will be contacted.
A job description is available upon request.

We welcome applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

ONWA offers a very competitive compensation package including full benefits, generous vacation allowance and savings plan.



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