



HAMILTON-WENTWORTH CHAPTER OF NATIVE WOMEN INCORPORATED o/a NATIVE WOMEN'S CENTRE

1. Identifying Information

POSITION:	Anti-Human Trafficking Team Case Manager
PROGRAM/LOCATION:	Healing Our Sisters-Honouring The Circle
SUPERVISOR:	Executive Director
HOURS:	Forty (40) hours per week 8am-4pm
DEADLINE DATE:	<i>THURSDAY NOVEMBER - 30TH 4PM</i>

2. Position Summary

The scope of this position is to ensure the overall service direction and management of the crisis beds for Indigenous women that identify involvement in human trafficking and exploitation. The AHT Team Case Manager will provide emergency response and comprehensive community based management for survivors/individuals of lived experience of human trafficking and/or sexual exploitation.

The AHT Team Case Manager will work to provide critical support and services for Indigenous women with effective tools and resources. The AHT Team Case Manager will work with survivors to foster safety and empowerment assessing their needs and develop a service plan that addresses their choices and needs.

The Anti-Human Trafficking (AHT) Team Case Manager serves as the primary point of contact for survivors of human trafficking not yet engaged in program services. The AHT Team Case Manager serves as a liaison for the program; and fulfills all administrative requirements of the program, including submission of progress reports and data entry. The AHT Team Case Manager will engage in the implementation, monitoring and evaluation that is designed to assist survivors/individuals with lived experience through case management and coordination of services.

The candidate will participate in crisis intervention calls, maintenance of client case notes and other administration duties. The AHT Team Case Manager must have the ability to maintain ethical conduct in accordance with the NWC policies and procedures with the additional ability to work independently and willingness to seek and accept supervision as needed.

3. Job Duties: (includes but not limited to)

- a. To the supervision of the AHT Team Advocates;
- b. Accountability of the program service delivery;
- c. Therapeutic and group counselling referrals;
- d. Case management and senior management meetings;
- e. Unquestioned confidentiality with highly sensitive personal information;
- f. Work with a trauma informed, harm reduction approach;
- g. Attends relevant trainings, conferences and professional development as requested;
- h. Provides direct services to the residents, conducts intakes;

- i. Maintains a safe living environment for residents and communicates clearly with the AHT Team and the Mountain View Project Program Manager and team;
- j. Participates in local human trafficking coalitions, working groups and committees;
- k. Maintains professional linkages to community service providers, lists of all available resources, and services.
- l. Ensures safe space within the program, the Team and also that in which the referrals are utilized;
- m. Conduct and create safety plans addressing the basic needs, linkages, and resource support;
- n. Understand and be familiar with all appropriate services including referrals and linkages, service provision of appropriate legal services;
- o. Determine gaps and work with the 3rd party evaluator and meeting the gaps in services;
- p. Track all data, project progress and prepare monthly program reports for submission to the Executive Director;
- q. Complete Quarterly data stat reporting required as part of the funding sources;
- r. Provide other duties and responsibilities assigned to ensure services are provided to victims of human trafficking and that the goals and objectives of the program are met

4. Qualifications:

The successful candidate must be able to provide clearly in their cover letter and resume application either previous employment or volunteer experience working with human trafficking survivors and/or services. To be able to work with diverse populations, understand the social detriments of homelessness and Violence Against Women. Experience working in a shelter environment is also essential and harm reduction model to be utilized and understood by the candidate.

Knowledge of human trafficking laws, policies (provincially and federally) and current barriers, challenges and issues will be required.

A Bachelor's degree in Social Work, Sociology, and/or related other fields of study Social Work, Social Services with *minimum of three (3) years' experience working* with survivors of human trafficking, other victims of crime and/or Violence Against Women field or other related social services.

Individuals with experience and/or specialized training in victim assistance, crisis intervention, mental health, victims of sexual violence, sexual exploitation, or other forms of trauma in which the provision of direct service to underserved populations would be an asset. Survivors of human trafficking/individuals with lived experience are encouraged to apply with qualifications as noted.

Strong communication, confidence, conflict resolution skills, excellent interpersonal skills and empathetic listening are required for this position. The successful candidate requires general flexibility, ease of movement between multiple priorities. The ability to demonstrate commitment to creative problem-solving.

Must have demonstrated understanding of Indigenous culture and issues which must be demonstrated in submitted resume and must have excellent working knowledge of current issues affecting Indigenous women.

Must have excellent detailed organizational and documentation management skills, knowledge of community organizations, social services, local health care systems.
The candidate must possess the ability to follow directions, work under pressure and maintain composure during stressful situations.

Must have a valid Ontario driver's license and clean driving record.

Must have a clear CPIC.

The candidate must have demonstrated work experience and knowledge in social justice, human rights, and gender issues.

Knowledge and ***demonstrated work related experience*** working with Indigenous Women, and Trans Women and LGBTQ2S+ need to be *identified clearly* by the candidate.

Forward your resume and cover letter with two recent references to:

Cindilee Ecker-Flagg
Executive Director
Native Women's Centre
1900 King St. East, PO Box 69036
Hamilton, ON L8K 1W0

FAX: (905) 664-1101

EMAIL: ed@nativewomenscentre.com

Thank you to all applicants applying; only those chosen for an interview will be contacted