



Hamilton-Wentworth Chapter of Native Women Incorporated

c/o Hamilton Native Women's Centre

Job Title: Emergency Outreach Program Worker (Contract until December 31st, 2026)

The Hamilton-Wentworth Chapter of Native Women's Incorporated, operating as the Hamilton Native Women's Centre (NWC) is an Indigenous lead, not for profit organization, providing a secure and empowering environment for women and children fleeing domestic violence/gender-based violence/intimate partner violence, suffering from homelessness, and/or human trafficking.

We are culturally based and committed to creating positive outcomes for Indigenous women and their children. As a staff member of the Hamilton Native Women's Centre, you will have an opportunity for professional growth and access to traditional ways of being and knowing. We strive to uphold pre-colonial management and policy structure, while being supportive and maintaining a positive work atmosphere.

Department: IPV/GBV/VAW Programs and Services

Reporting to: Manager of IPV/GBV/VAW Programs and Services

Primary Purpose of Role: Food Bank

Working from an anti-racist, anti-oppressive, trauma informed, and intersectional feminist framework, the Emergency Outreach Program Worker, under the direction of the Manager of IPV/GBV/VAW Programs and Services, will provide the Indigenous community who are at risk of or are unhoused with emergency food, referrals to community resources and life skills workshops, events and education in keeping with the organization's mission, vision and values.

Job Duties and Responsibilities:

- Engage with clients in a respectful, non-judgmental and supportive way that helps to improve their health and well-being, develop life skills, increase their sense of belonging, and build resilience.
- Complete intakes and data entry.
- Organize and maintain a clean working environment according to Public Health Regulations and Safe Food Preparing/Handling Regulations.
- Prepare, organize, pack and provide delivery of food boxes to the community members.
- Work collaboratively with community for food drives and/or donations.
- Provide crisis intervention, when required.

- Develop and monitor safety plans, revise when required.
- Develop, implement, facilitate individual and/or group programming relevant to client needs.
- Perform light cleaning, laundry and cooking duties, as required.
- Ensure that all services provided are client centered and trauma informed.
- Ensure that all services provided are incorporating Indigenous culture as a way of being and knowing in the organization.
- Work from a Harm Reduction and Strength-Based Approach.
- Connect clients with appropriate community resources, based on client needs.
- Participate in all staff meetings.
- Participate in community collaborative meetings.
- Report all disclosures, safety issues, and serious occurrences to the appropriate contact. Incorporate Indigenous culture as a way of being and knowing in the organization.
- Attend relevant training, conferences and professional development, as required.
- Collect, maintain, and complete all statistical data reporting on a monthly, quarterly and year end basis.

Any other duties as assigned.

Level of Responsibility: Food Bank (Fair to Medium)

Required Qualifications

1. Education

Post-secondary diploma/degree in social work, social service work, community justice work, addictions worker or related field

2. Work Experience

- Possesses a minimum of 3 to 5 years of working within a Non-Profit Sector setting

3. Knowledge, Skills & Abilities

- Knowledge of and experience working with a range of issues impacting youth, women and children including homelessness, violence against women and children, gender based violence, human trafficking, poverty, mental health, addiction / substance use and harm reduction.
- Demonstrates cultural competency including awareness, knowledge and understanding of the impacts of colonialism and systemic issues.
- Experience working in a shelter environment or outreach setting is an asset
- Excellent crisis intervention skills
- Excellent time management and organizational skills
- Excellent interpersonal skills
- Excellent verbal and written communication skills
- Committed to upholding the organization's mission, values and standards
- Fluency in an Indigenous language is an asset

Working Conditions: Crisis Environment (Shelter, Transitional Living & Outreach Programs and Services)

- Monday to Friday, 40 hours per week, 7:30am to 3:30pm
- Physical and Sensory Demands-High
- Physical Environment & Stress Factors-High

Hiring Requirements:

- Police Vulnerable Sector Check-must be provided upon 30 days of hire and every two years afterwards
- First Aid / CPR / AED Certification
- WHMIS Certification
- Joint Health and Safety Certification
- Food Handlers Certification
- ASIST Certification
- Naloxone Certification
- Actionable Accountability Training
- Safe Space Training

Wage: \$23.00-\$25.00 per hour

All interested applicants can forward their cover letter and resume to hr@nativewomenscentre.com. Only those selected for an interview will be contacted.