



EXTERNAL POSTING

Indigenous Anti-Human Trafficking Liaison

Thunder Bay, Ontario

POSITION SUMMARY: The Ontario Native Women's Association is currently accepting applications for an **Indigenous Anti-Human Trafficking Liaison (IAHTL) in Thunder Bay.**

The Provincial 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 IAHTL 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 a thorough understanding of the issues that Indigenous women are facing in their lives and how human trafficking specifically impacts Indigenous women and will assist in the development of unique services that are tailored to meet their needs.

QUALIFICATIONS:

- Post-secondary diploma/degree in Social Sciences, Indigenous Studies, Women's Studies with a minimum three (3) 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.
- 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 and an ability to follow through on assigned duties independently within strict deadlines.
- Knowledge of Not-for-Profit organization program delivery.
- Knowledge of Indigenous Culture, Traditions, and Indigenous Community.
- Demonstrated experience providing services to Indigenous families and/or communities.
- Strong awareness of issues affecting Indigenous women and awareness of Community resources provincially.
- Strong communicator - excellent written, oral, and facilitation skills.
- 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.

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Head Office: 150 City Road • P.O. Box 15-684 City Road • Fort William First Nation, ON P7J1J7 •
Toll Free: 1-800-667-0816 • Phone: (807) 577-1492 • Fax: (807) 623-1104

- Strong organizational/time management skills with an ability to plan ahead define measurable objectives and outcomes and meet objectives in a timely manner.
- Working knowledge of MS Office Software, internet, and general office equipment.
- Valid G Class Driver's License and access to a 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 an asset.

RESPONSIBILITIES:

- Network with organizations, service agencies and PTOs 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 - assessing 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, programs 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.
- Leverage existing resources with a unique focus on the specific needs of Indigenous survivors of trafficking.
- Develop a service 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 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 and prepare and submit reports, periodic and special reports, manuals and correspondence.

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- Report to and collaborate with the ONWA Management team to successfully implement the program.
- Work within a designated budget.
- Network and promote ONWA and the programs and adhere to professionalism at all times.
- Support, promote and encourage ONWA's and the programs mandates and purposes.
- A willingness to learn about Indigenous culture and traditions.
- All other related tasks and duties as assigned.

RESPONSIBILITIES – GENERAL:

- Culture – take personal responsibility to increase sensitivity, awareness, and implementation of ONWA's cultural teachings and organizational practices in both professional conduct and work-related deliverables.
- Support and work towards the overall aims and objectives of the ONWA.
- Adhere to all policies and procedures. Carry out other tasks which may be necessary from time to time as required.

RESPONSIBILITIES – ADMINISTRATIVE:

- Complete monthly reports (mileage, client list and monthly workplan) and submit to the Community Development Manager on or before due date.
- Complete quarterly reports on or before the requested due date.
- Complete reports to funders as required.
- Maintain accurate up to date client listing, case notes and client files.

RESPONSIBILITIES – PUBLIC RELATIONS:

- Representation on committees as required for the enhancement and benefit of ONWA's programs.
- Network and promote ONWA and all ONWAs related programs.
- Adhere to professionalism at all times and maintain good communications.
- Maintain professionalism at all times.

STANDARDS OF PERFORMANCE:

Adhere to Policies and Procedures as set by the ONWA.

AUTHORITY:

To execute duties and responsibilities outlined in this job description.

ACCOUNTABILITY:

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

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Applicants are asked to submit a resume and cover letter; no later than **4:00 p.m. on Friday, May 5, 2017** to the attention of:

**Human Resources
Ontario Native Women's Association
380 Ray Boulevard
Thunder Bay, ON P7B 4E6
Fax: (807) 623-1104
Email: hr@onwa.ca**

***Qualified Aboriginal 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.***

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