



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

JOB OPPORTUNITY

POSITION:

Victims Advocacy Worker, Justice Services

DURATION:

Twelve (12) Month Fixed-Term, Full-Time (Start date ASAP)
Six (6) Month Probation Period

DESCRIPTION:

See Attached Job Description

SALARY:

\$58,227.00 to \$65,773.50 Per year

NORMAL WORK SCHEDULE

Monday to Friday 8:30 a.m. to 4:00 p.m.
(37.5 hours per week)

**DEADLINE FOR
APPLICATION:**

Friday, July 25, 2025 - 4:00 p.m.

REQUIREMENTS:

**ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE
THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED**

- ✓ Letter of intent
- ✓ Resume

APPLICATION: Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: Applications@mck.ca

NOTE: All forms and requirements are listed on our website:
<https://kahnawake.com/jobs>

- **Please ensure complete applications are submitted as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**
- **Preference will be given to Indigenous candidates.**
- **When adding attachments please use PDF format. Any other formats may be blocked from our system.**



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RONWATIIO'TÉNHSE RAOTIRIHWÀ'SHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information	
Job Title:	Victims Advocacy Worker
Division:	Justice Services
Reports To:	Programs and Services Coordinator, Justice Services
Date of Job Description	March 2025
Purpose: <p>Is responsible for developing, promoting, and implementing education initiatives to increase knowledge and improve awareness of victim issues in the community. Advocates for victim rights in and outside the community. Researches and drafts the reports, funding proposals, guidelines, policies, procedures, and protocols required to administer and enhance the lonkwatahónhsate Victims Services program.</p> <p>Participates in meetings of the Kahnawà:ke Justice Commission as a technical resource person.</p>	
Roles & Responsibilities	
Develops, promotes, and implements education initiatives <ul style="list-style-type: none"> Identifies, researches, plans, and hosts presentations, training, conferences, and other programmatic educational initiatives. Researches, develops, and publicizes educational materials to raise awareness of victims' issues, rights, and remedies. Consults with Victims Support Worker on content and delivery of educational curriculum, including presentations, workshops, and instruction to institutions. Shares information with the community through reports and other publications. Keeps abreast of any legislative amendments, policy developments, and evolving best practices to ensure information being shared is current. 	
Advocates for victims' rights <ul style="list-style-type: none"> Promotes lonkwatahónhsate Victims Services in and outside of the community. Promotes awareness of the personal effects of crime. Meets with community service providers and shares information on victim needs. Collaborates and liaises with internal organizations and external governments in areas of victims' issues, rights, and remedies. Facilitates and/or participates in committees, meetings, and briefings on victims' issues in the community. Provides information on victim rights and remedies and court processes on a needed basis. 	



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- Provides court preparation and accompaniment, technical assistance, and referrals on an as-needed basis.

Research and development

- Develops guidelines, manuals, policies, procedures, protocols, and other relevant documentation.
- Researches, develops, and submits grant and funding proposals to external governments.
- Researches and documents existing systems, processes, and procedures for the purpose of standardization and improving effectiveness and efficiencies.
- Researches best practices and models for benchmarking purposes in relevant areas.
- Coordinates and keeps abreast of any new developments in relation to the activities of the specific projects assigned and provides updates.
- Acts in the capacity of technical resource person and participates in Kahnawà:ke Justice Commission meetings.
- Conducts research/surveys and performs needs analysis to ensure that the program meets community needs.

The statements herein reflect general details to describe the principal functions for this job and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.

Education & Experience

- Bachelor's degree in social work or related field, or one of the social sciences, plus one (1) year of relevant experience.
- OR
- DEC in Social Work or related field, or Social Science, plus three (3) years of relevant experience.

Knowledge, Skills, Abilities

- Understanding of the principles and practices in relation to victim rights, remedies, court processes, and other related matters.
- Sound knowledge of Kahnawà:ke's justice programs, and applicable legislation within Kahnawà:ke's jurisdiction (criminal, civil and penal).
- Knowledge of the Mohawk Council of Kahnawà:ke's administrative policies and procedures.
- Knowledge of the issues facing the community and possible future needs.
- Good judgement and problem-solving skills.
- Strong oral and written communication skills.
- Project management, strong interpersonal skills, and a highly motivated self-starter.
- Presentation and facilitation skills.
- Ability to negotiate and secure funding.



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- Planning, time management, and organization skills.
- Conducts business with internal and external clients in a tactful, discreet, and courteous manner.
- Maintains confidentiality.
- Adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives.
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language.

Working Environment

- Five-day work week in an office and courtroom environment.
- Moderate to high stress is associated with dealing with the public.
- Occasional driving or travel to venues or meetings outside of the office.
- Occasional overtime.

Commitment Statement

I serve the Kahnawà:ke community with its best interest in mind by supporting and encouraging creative, critical, and resourceful thinking, accepting and nurturing new ideas and approaches, and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

Signatures

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____