



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

JOB OPPORTUNITY

POSITION:

Victims Support 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:

\$51,831.00 to \$58,539.00 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.**



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

RONWATIIO'TÉNHSE RAOTIRIHWÀ'SHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information	
Job Title:	Victims Support Worker
Division:	Justice Services
Reports To:	Programs and Services Coordinator, Justice Services
Date of Job Description	July 2025
Purpose: Provides various support services to Kahnawà'kehró:non identifying as victims of crime, including post-traumatic and psychosocial intervention, court preparation and accompaniment, referrals to specialized services and/or resources, and various technical support. Provides information on victims' rights, remedies, court processes, and other related matters. Also participates in meetings of the Kahnawà:ke Justice Commission as a technical resource person.	
Roles & Responsibilities	
Front-Line Support Services <ul style="list-style-type: none"> • Provides immediate, short-term crisis intervention and emotional support to clients. • Refers clients to appropriate third-party service providers for specialized services and/or resources as needed. • Coordinates referral processes and ensures a smooth transition from lonkwatahónhsate Victims Services to third-party service providers. • Provides courtroom orientation to clients, including arranging for observation of court cases to familiarize clients with the criminal justice process. • Liaises between clients and the Kahnawake Mohawk Peacekeepers, prosecutors, and other participants in the criminal justice system. • Accompanies clients to meetings with community organizations and other services as needed. • Accompanies clients to hearings of the Court of Kahnawà:ke and external courts and provides the psychosocial support they may require in their role as witnesses. 	
Provides information on victims' rights, remedies, court processes, and other related matters <ul style="list-style-type: none"> • Responds to questions from community members in relation to victim rights, remedies, court processes, and other related matters. 	



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

RONWATIIO'TÉNHSE RAOTIRIHWÁ'SHÓN:'A RONTERIHWATSTERÍSTHA'

- Provides legal information such as general information about the law, the options available to a person, and the basic operation of the legal system.
- Assists with developing, promoting, and implementing public education/training initiatives, including participation as a presenter.
- Acts as a backup to the Victims Advocacy Worker in the areas of developing, promoting, and implementing education initiatives and advocating for victims' rights.
- Tracks and submits yearly stats, including stats on the number of clients served and the list of services referred to.

Technical Support

- Assists clients with preparing, filing, or producing the documentation required to exercise their rights as victims of crime and/or submitting requests for services.
- Assists clients with accessing information related to their file, including informing clients of the progress of their file at various stages of the criminal justice process.
- Acts in the capacity of technical resource person and participates in Kahnawà:ke Justice Commission meetings.

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, psychology, or criminology, or related field, plus one (1) year of relevant experience.
- OR
- DEC in Social Work or related field, plus three (3) years of relevant experience.
- AND
- Must possess a valid driver's license and have access to a vehicle.

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 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.
- Strong interpersonal skills and a highly motivated self-starter.
- Planning, time management, and organization skills.



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

RONWATIIO'TÉNHSE RAOTIRIHWÀ'SHÓN:'A RONTERIHWATSTERÍSTHA'

- 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 (5) day work week in an office and courtroom environment.
- Ability to work overtime in the evenings and on weekends.
- Ability to manage considerable stress associated with workload priorities and emergency situations.
- Considerable stress and exposure to emotional, personal, and sensitive situations (i.e., family issues) requiring tact, discretion, and confidentiality.
- Occasional driving or travel to venues or meetings outside of the office.

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: _____