



## ABORIGINAL LEGAL SERVICES

*Gaa kina gwii waabamaa debwewin · All those who seek the truth*

<b>Job Title:</b>	Victim Rights Advocate	<b>Travel Required:</b>	Minimal- Toronto/GTA
<b>Location:</b>	Head Office	<b>Position Type:</b>	Full Time
<b>Job Band:</b>	5	<b>Salary:</b>	\$65,418
<b>Reports to:</b>	Legal Advocacy Director	<b>Posting Expires:</b>	Until Filled

### Organizational Overview:

Aboriginal Legal Services, established February 21, 1990, is a recognized leader in developing Indigenous-led justice programming and test-case litigation.

Aboriginal Legal Services (ALS) strengthens the capacity of the Aboriginal community and its citizens to deal with justice issues and provide Aboriginal-controlled and culturally based justice alternatives.

Our dedicated staff is our most valued resource. Compassionate care, teamwork, professionalism, communication, and respect are the values that set ALS apart. This is a unionized position.

### Principles and Beliefs:

Indigenous People require equitable treatment in the justice system, access to the legal and related resources within the justice system, as well as an understanding of the system and their options.

The support required includes advocacy in all areas of the law as well as alternatives which can break the cycles of recidivism and dependency which is all too prevalent.

These alternatives are more effective when they are community controlled and are based on the traditional cultural norms and values of the Indigenous community.

### Job purpose

Aboriginal Legal Services (ALS) strengthens the capacity of the Aboriginal community and its citizens to deal with justice issues and provide Aboriginal-controlled and culturally based justice alternatives. Our dedicated staff is our most valued resource. Compassionate care, teamwork, professionalism, communication, and respect are the values that set ALS apart.

ALS is looking for two (2) Victim Rights Advocates for a permanent, unionized position. The primary roles of the Victim Rights Advocate are assisting clients to understand and achieve their legal rights through advocacy, support, and education. This includes providing summary information and referrals; performing outreach activities; preparing materials and delivering community legal education presentations; providing client support in their dealings with other agencies (police, the courts, hospitals, etc.); and performing Victim Services Check-Ins (VSCIs) in order to follow-up with clients who share that they have experienced trauma(s) while doing intake. **This is a frontline position that requires attendance at the head office in Toronto at least three days a week.** Although we use a hybrid model of providing services, face to face interactions with our community is especially valued in circumstance where they need victim or survivor support.

### Duties and responsibilities

- Provide information (under lawyer direction) to members of the Aboriginal community on the phone and in person, on a drop-in basis and by appointment, including intake shifts;
- Provide clients with appropriate educational material and self-help kits;
- Make referrals to other appropriate agencies, community and legal resources;

- Complete intake shifts and input into CIMS, including related documentation for supervisory determination of legal assists;
- Provide clients who have identified trauma due to violence with a Victim Service Check-In to provide safe resources and emotional support;
- Attend training seminars, workshops, etc. and keep abreast of changes in relevant laws, services and community supports;
- File Work and Client Support - (Conducted under the supervision of LAD, or Staff Lawyers);
- Interview clients to obtain all relevant facts and documents, and identify legal and other related issues, as directed by a lawyer or paralegal;
- Provide ongoing information about legal issues and potential rights, obligations, benefits, etc.;
- Maintain contact with clients;
- Draft letters and prepare documents. Gather documents from third parties as directed by a lawyer or paralegal;
- Attend court, police interviews and crown interviews, hearings or appointments, as a support person for the client;
- Attend court with the eagle feather at the request of clients who are required to testify;
- Assisting with support circles or workshops for survivors of violence;
- Assist with special projects or programs as assigned by LAD;
- Other duties as assigned;

#### **Qualifications**

- Experience working with Indigenous communities and knowledge of culture and ceremony is preferred;
- Prior victim rights experience or victim advocacy training is an asset;
- Excellent time management, outreach, tracking and writing skills;
- Ability to work independently and to manage and coordinate staff and events;
- Knowledge of the criminal justice system and programs and services available to Indigenous

#### **To apply:**

**Applicants who self-identify as Indigenous and meet the requirements of the job posting will be given first consideration in the hiring process**

To apply to this job posting please submit your cover letter and resume with “Victim Rights Advocate” in the subject line to [hrgeneral@aboriginallegal.ca](mailto:hrgeneral@aboriginallegal.ca)

Aboriginal Legal Services is an equal-opportunity organization committed to diversity and inclusion. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. We welcome and encourage applications from all qualified applicants. Accommodations for persons with disabilities required during the recruitment process are available upon request.

To request an accommodation, please email [Nazaninn@aboriginallegal.ca](mailto:Nazaninn@aboriginallegal.ca).

We would like to thank all applicants for their interest but only those selected for an interview will be contacted.

**Aboriginal Legal Services**