Hamilton-Wentworth Chapter of Native Women Incorporated

c/o Hamilton Native Women's Centre

Job Title: Indigenous Healing Circle (IHC) Coordinator

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: Outreach Services

Reporting to: Director of Programs and Services

Primary Purpose of Role: Outreach Services / Child Welfare / Justice

The Indigenous Healing Circle (IHC) Process is Ontario's first family court initiative dedicated to using Indigenous Healing Circles to create meaningful, culturally grounded processes that support Indigenous children and families. The program aims to address the overrepresentation of Indigenous children and families in the child protection system by incorporating Indigenous traditions, values, and approaches to healing into the court process.

The IHC Coordinator is responsible for coordinating cultural supports and facilitating the IHC process within the Superior Court of Justice – Family Court division that promotes the safety, well-being, and cultural identity of Indigenous children, youth, and families involved in the child welfare and family court systems. The IHC Coordinator empowers families to make informed decisions in collaboration with support networks, service providers, and community representatives. The IHC Coordinator promotes the ways of the Indigenous Healing Circle process which includes culture, confidentiality, safety, building on family strengths, family preservation/reunification, and family and community collaborative decision-making through consultations.

This position is held by an Indigenous community member with demonstrated knowledge of local Indigenous communities and services, Indigenous healing traditions and cultural practices,

as well as a strong understanding of the family court system, child welfare legislation, and the unique needs of Indigenous children and families.

Job Duties and Responsibilities:

- Coordinate and facilitate the Indigenous Healing Circle process for Indigenous families involved in family court and a child welfare agency; this includes but is not limited to:
    - Accepting referrals from the Superior Court of Justice
    - Educating and preparing participants on the IHC process, ground rules, and safety as well as expected outcomes
    - Identify a Knowledge Sharer, subject to time and availability, and pair them with the family
    - Assist families in creating a family wellness plan that considers the impacts of colonization, systemic racism, and the effects of intergenerational trauma on Indigenous communities and families, and which focuses on the strength and challenges of the family
    - Facilitate Circles in conjunction with the Elder/Knowledge Sharer, if applicable
    - Provide support, guidance, and safety during the Circle process to ensure the best possible outcomes for the children, youth, and families involved
    - Provide updates to the IHC on family's progress and connect the family to community supports between Circles when needed
    - Comply with traditional protocols and best practices related to the Circle process
- Using a child-centred approach, wrap services and supports around the child, youth, families and other caregivers to ensure the best possible outcome for the child(ren)
- Liaise with family court professionals, children's aid societies, Indigenous service organizations, legal representatives, and other providers to promote collaborative planning
- Support families in understanding the court process, child welfare legislation, and available community resources
- Provide on-going education and training about Circles to staff, caregivers, community service providers, judiciary, and other members as needed
- Prepare and maintain regular reports, analyses and statistics as required
- Participate in the on-going development and implementation of policies, procedures, and best practices related to Indigenous Healing Circles
- Perform other duties relevant to the position as assigned by the supervisor and/or designate

Level of Responsibility: Outreach Services (High)

Required Qualifications

1. Education
    - Post-secondary education in Social Services, Social Work, Indigenous Studies, or an undergraduate degree in a related social/health science field or an equivalent combination of education and experience

- An equivalent combination of education, training and lived experience that provides the required knowledge, skills, and abilities will also be considered

2. Work Experience
    - Minimum of three (3) years working with Indigenous children, youth, families and communities in children welfare, family services, justice, health, or any related field
    - Experience & knowledge with group planning and facilitation is considered an asset
    - Experience in program development, community engagement, and evaluation is considered an asset.
    - Demonstrated experience supporting Indigenous families involved with the child welfare and/or family court systems
    - Experience coordinating wrap around services and developing wellness plans that reflect the strengths, needs, and goals of children and families

3. Knowledge, Skills & Abilities
    - Thorough knowledge and experience with group facilitation and planning
    - Knowledge of ceremony, sacred items protocols, Indigenous approaches to healing, restorative practices, family wellness, and community-led decision-making
    - Strong working knowledge of community services within the Hamilton, Six Nations of the Grand River, Mississauga's of the Credit First Nation, and surrounding area to assist in service provision
    - Strong understanding of trauma-informed, strengths-based, and culturally safe practices
    - Engage as a healthy member of the community with a strong, demonstrated ability to work respectfully with stakeholders, children, youth, birth family members, caregivers, staff, community, legal staff, and others involved in the IHC process
    - Experience building partnerships and fostering collaborative relationships with Indigenous communities, service providers, and government agencies
    - Working knowledge of *Ontario's Child, Youth and Family Services Act*, 2017 (CYFSA), *Act Respecting First Nations, Inuit, and Metis Children, Youth and Families,* 2019 (formerly Bill C-92), *Family Law Act, R.S.O.* 1990, *TRC Calls to Action, National Inquiry into MMIWG – Calls for Justice, Human Rights Code, Personal Health Information Protection Act* (PHIPA), *Personal Information Protection and Electronic Documents Act* (PIPEDA)
    - Demonstrated ability to work independently, exercise sound judgment, manage competing priorities, and respond effectively in complex and emotionally sensitive situations
    - Strong attention to detail and ability to manage logistical details of Circles

- Strong interpersonal skills and demonstrated ability to form effective working relationships with cultural resources, families, staff, and community
- Excellent written and verbal communication skills to share information in a clear, concise, and accurate manner
- Highly developed problem solving, conflict resolution, and the ability to maintain an impartial, balance perspective
- Strong time management skills and ability to work effectively under pressure
- Ability to develop and present training material in both small and large group formats

Working Conditions:

- Monday to Friday, 35 hour per week
- Physical Environment & Stress Factors-High

Hiring Requirements:

- Criminal Records Check with Vulnerable Sector
- First Aid / CPR / AED Certification
- Aboriginal Alternative Dispute Resolution training
- Competency Training – Cultural Safety
- Mental Health First Aid – First Nations
- Grief & Loss training
- *Superior Court of Justice trainings / protocols*

Wage: $85,000 (plus benefits)

All interested Indigenous applicant to apply to: hr@nativewomenscentre.com