Victim & Family Support Liaison

Winnipeg, MB - Full Time Permanent

Candace House is dedicated to promoting diversity and inclusivity amongst our staff to best serve the families we support. We encourage all applicants, if they feel comfortable, to voluntarily disclose whether they identify as Indigenous individuals. This information will help us ensure our staff is reflective of the people that we care for and will create a supportive environment for everyone.

Candace House is a first-of-its-kind non-profit supporting family survivors of homicide. Our safe and comforting homelike day refuge is located within one block of the law courts in downtown Winnipeg on Ininew, Anishinaabe, Dene, Oji-Cree and Dakota land and in the homeland of the Red River Metis. Candace House opened in October of 2018 and provides wrap-around support to families who have lost a loved one due to crime and who are navigating the justice system and court process. We offer emotional and mental health support, collaborative and spiritual care, access to holistic and culturally appropriate resources, court accompaniment and legal information, and a full meal program. In accordance with the Seven Sacred Teachings, we are guided by our core values, Compassion, Integrity, Empowerment, Collaboration, Diversity & Inclusion, Social Justice, and Respect.

As a Victim & Family Support Liaison, you will play a critical role in the continued development of this first-of-its-kind organization and make a real difference in our community. Joining our flexible and dynamic team, you will support victims and survivors of crime, work alongside our justice and community partners, and be responsible for day-to-day office and administrative operations.

What You'll Be Doing:
- You will be the first face that victims and survivors, families, and service partners see when they walk in the door of Candace House.
- Your voice and way of being will make the people we support feel safe, welcomed, comforted, and supported.
- Your administrative work will support the daily operations and growth of the organization and ensure that our community and funders feel engaged, informed, and valued.
- Your ability to carry out all responsibilities in a collaborative, culturally safe, and trauma-informed way will instill confidence in management staff and colleagues.

What You Can Bring:
- Computer skills and proficiency in the use of software for design, website management, word processing, and cloud-based storage systems.
- Strong attention to detail with solid administrative and organizational skills.
- Highly motivated and self-directed with ability to work alone efficiently and effectively.
- Excellent interpersonal and communication skills, both verbal and written.
- Ability to deal calmly and compassionately with tense situations and sensitive subject matter.
- Demonstrated awareness and commitment to the strengths and values of diversity, specifically including Indigenous knowledge, the rights of Indigenous people, and traditional practices

Assets:
- Post-secondary education or diploma in a related field (social work, criminology, justice or another social science) and at least two (2) years experience, or equivalent combination of education and experience.
- Training in Nonviolent Crisis Intervention, Mental Health First Aid, Trauma-Informed Care, or CPR.
- Knowledge of the criminal justice system, victim issues and available community resources.
- Experience in the planning and delivery of fundraising events.

Conditions of Employment:
- Permanent full time, $22 per hour
- Monday to Friday, some evenings as required
- Flexibility in hours, 30-40 per week
- Must be legally entitled to work in Canada
- Satisfactory Criminal Record Check, Child Abuse Registry Check and Adult Abuse Registry Check

Benefits:
- Health Benefits and Spending Account
- Paid Wellness Time
- Mileage Reimbursement (when applicable)
- Paid professional development

Applications will be accepted until 12PM, August 25, 2023.
We thank all applicants, but only those chosen for an interview will be contacted.