

System Navigator

Position Title: Service System Navigator

Reports to: Secretariat Lead

Compensation & Classification: Salaried, 1 year contract

Salary Range: \$60,000 – \$68,000

Organizational Description

The Survivors' Secretariat was established in 2021 to organize and support efforts to uncover, document and share the truth about what happened at the Mohawk Institute during its 140+ years of operation. Learn more at www.survivorssecretariat.ca.

Job Description

The System Navigator is responsible for the day-to-day activities associated with informing Survivors about the process involved when they provide a statement to the Survivors' Secretariat or the Police Task Force. The System navigator will ensure Survivors are informed and understand the privacy protections built into the process and what they are consenting to when sharing their statement.

The System Navigator is available to survivors before, during and after to assist in accessing resources, reconnecting with the Police Task Force and to provide updates on the work of the Task Force.

They work closely with the Human Rights Monitor, Cultural Monitors and Police Task Force. The System Navigator will connect and refer Survivors to resources and service supports in their home community where requested or needed.

Responsibilities & Duties

- Be the main point of contact with Survivors as they begin the statement process
- Explain the different ways Statements can be shared with the Secretariat and/or the Task Force
- Explain privacy protections, and consent forms
- Explain how an interview is conducted, and what to expect
- Explain what supports and resources are available in the Survivors' local community and coordinate referrals to Survivor specific programs
- Liaise and advocate on behalf of the Survivor with the Task Force, the Human Rights Monitor and the Cultural Monitors as needed or required
- Are available to Survivors after their statement if needed to assist in connecting/ reconnecting with resources and / or answer any questions the Survivor have.
- Update Survivors on the progress of the Task Force's work
- Attend the Six Nation's High Risk Committee meetings (community situational table) on behalf of the Secretariat
- Attend the Six Nation's Social Services Committee meetings on behalf of the Secretariat
- Attend Secretariat and Survivors meetings as required



Reporting & Responsibilities

- Reports to Secretariat Lead
- Provide updates in writing
- Meet weekly with Secretariat Lead
- Attend meetings with MJPTF partners
- Work with Outreach team to connect with community groups

Additional Duties & Responsibilities

- As assigned

Qualifications & Experience

- Social Service/ Social Work Background and relevant experience
- Experience working within Justice/ Social Service Sector
- Trauma informed approach to working with survivors and
- Strong planning, organizational and problem-solving skills
- Ability co-ordinate with First Nation, municipal, provincial, and federal service providers
- Demonstrated problem solving and critical thinking skills
- Knowledge of the Indian Residential School System, the Truth and Reconciliation Commission of Canada's Calls to Action and the history of the Mohawk Institute.
- Experience working independently and with a team.
- Available to work a flexible schedule, including some evenings and weekends.
- Valid First Aid Certificate
- Priority will be given to Intergenerational Survivors.

Communication:

- Advanced communication skills, written and verbal
- Effective communication skills, able to lead, facilitate and navigate challenging dialogues tied to the history and legacy of the Indian residential schools
- Cultural acuity ability to communicate with people from diverse nations and communities
- Relationship driven with well-developed interpersonal skills
- Ability to construct clear and concise materials to be disseminated at various community presentations, information sessions, panels and other speaking platforms

Professionalism:

- Strong organizational skills
- Demonstrated ability to manage competing priorities
- Ability to work well independently and as a member of a highly integrated, diverse team
- Demonstrated ability to solve problems and manage conflict
- Ability to think and plan strategically

- Due to the nature and sensitivity of the information retained within the Secretariat and the possibility of a Criminal Investigation, a Non-Disclosure Agreement is required.

General Skills:

- Knowledge of multiple computer processing applications
- Ability to apply evidence-based practice
- Adept use of social media tools

Leadership and accountability 25%

Judgement and accountability 20%

Relationship Management 55%

How to Apply:

Please submit your resume and cover letter to info@survivorssecretariat.ca by 4 PM on February 28, 2023.