



## **Victim Services Coordinator**

### **Newly updated Posting**

The First Peoples Justice Centre of Tiohtià:ke / Montreal (FPJTCM) is a young, specialized, and vibrant organization that works in partnership with the Indigenous community and the justice system in Tiohtià:ke / Montreal to support, inform, and empower Indigenous persons in addressing their justice issues. The FPJTCM also aims to Indigenize the justice system, including educating key players, and is in the process of creating justice alternatives in order to support Indigenous persons in a fair, culturally respectful, and restorative way.

One of our programs is to support Indigenous people who have been victims of crime, domestic violence and/or have experienced past trauma. This can include family members of Missing and Murdered Indigenous Women, Girls, and Two-Spirit, victims of police abuse, survivors of human trafficking along with Sixties Scoop, Day School and Residential School survivors and their descendents.

The FPJTCM is looking for a Victim Services Coordinator who is empathetic, has experience in case management and program development.

### **Duties and responsibilities**

- Provide support and follow up specific to the needs of Indigenous individuals who identify as victims or survivors in a culturally safe manner;
- Developing and supporting comprehensive individualized safety plans;
- Working collaboratively as part of a multidisciplinary team to further develop the program including liaising with judicial actors, community organizations, family services, housing organizations and crisis resources;
- Accompany clientele to court, police, medical appointments and with Indemnisation des victimes d'actes criminels (IVAC) forms as needed;
- Develop and facilitate at least one group program based on issues such as healthy relationships, healing, violence prevention, grief, self-esteem, etc.;
- Sit on peacemaking circles when appropriate in order to offer support for people harmed by the actions of others in a restorative way;
- Receive referrals from the court to facilitate alternative measures for victims of crime and work closely with the Restorative Justice Coordinator within the program framework (GAMP);
- Network with other organizations and meet clientele in the community;
- Maintain files, database, and write reports as needed.



Centre de Justice  
des Premiers Peuples  
de Tiohtià:ke / Montréal  
First Peoples Justice Center  
of Tiohtià:ke / Montréal

**Qualifications, knowledge and experience:**

- University degree in social sciences, a related field or five years of work experience in a similar role;
- Strong knowledge of urban Indigenous issues and the effects of intergenerational trauma;
- Experience working with clientele who have experiences of homelessness and/or precarity;
- Crisis intervention skills, group facilitation, training in trauma-informed approach;
- A caring, supportive and engaging approach to the experiences of others;
- Knowledge of health, social services and resources in Montreal;
- Experience in case management and intervention;
- Ability to maintain confidentiality and handle delicate personal information with respect;
- Collaborative in working with others;
- Effective in program delivery and administration;
- Proficiency in Google suite, standard software applications, and video conferencing platforms.

**Language:**

- A very effective communicator in French, English and;
- An Indigenous language would be considered a great asset.

**Job Type:**

This position is full-time at 37.5 hours per week, Monday through Friday in office. Hours may vary based on organizational needs.

**Salary and Benefits:**

- Competitive salary and benefits, including wellness days and health benefits;
- Compensation based on FPJCTM salary scale
- Salary scale for the position is between \$37.26/hr - \$40.75/hr
- Start date by June 2025, the posting will remain open until the position is filled.

**How to Apply:**

Interested persons are invited to submit their resume and a letter outlining their motivation and qualifications for this position to: [ellen.filippelli@justicemontreal.ca](mailto:ellen.filippelli@justicemontreal.ca).

Please note that only qualified candidates will be selected for an interview and references will only be contacted with candidates consent. The successful candidate will be subject to passing a criminal background check prior to commencing duties.

***In line with section 16 (1) of the Canadian Human Rights Act (R.S.C., 1985, c. H-6), this organization prioritizes hiring Indigenous candidates. For this reason, we strongly encourage you to identify if you are First Nations, Inuit or Métis.***