

# **Sexuality and Gender Equity (SAGE) Liaison Worker**

**SUPERVISION:**

Under the direction of the Executive Director / Director of Operations, the Sexuality and Gender Equity (SAGE) Liaison Worker is responsible for the effective and efficient research, coordination and administration of the Creating Safe Spaces SAGE Project, in accordance with all relevant policies and procedures of the Thunder Bay Indigenous Friendship Centre.

**SUMMARY:**

The SAGE Liaison Worker will be responsible for working collaboratively with internal and external partners, for presenting barriers and trends of gender-equitable community service deliverables, and for developing strategies to strengthen awareness and enhance safe, inclusive spaces. The SAGE Liaison Worker will aim to increase safety, well-being and mental wellness for Indigenous young women and girls, including those who identify as 2SLGBTQ+, who have lived experience or witnessed trauma and violence in their families and communities, and/or missing and murdered Indigenous women and girls. Further, the SAGE Liaison Worker will foster partnerships with education partners and will promote culture-based programming with a healing continuum focus.

**QUALIFICATIONS:**

1. Preferred Community College, University Degree or equivalent in Social Services and/or a minimum of 2 years work experience in a social justice services environment.
2. Knowledge of sexuality and gender equity issues, including Two Spirit and LGBTQ+ and MMIWG issues, familiarity with the LGBTQ+ community and human rights, and awareness of existing local, provincial, and federal supports and services.
3. Knowledge of Indigenous culture and history, with particular emphasis on family violence, child welfare, impacts of trauma, Indigenous youth engagement and community outreach; knowledge of an Indigenous language(s) will be considered an asset.
4. Knowledge of Indigenous youth engagement and community outreach tools.
5. Ability to work professionally and collaboratively with educational institutions, including elementary, secondary, alternative, and post-secondary partners; strong understanding of importance of equitable, safe spaces in relation to engagement and re-engagement in school.
6. Experience in community service planning, delivery and administration.
7. Group facilitation, team building and decision making skills; ability to problem solve and take initiative.
8. Excellent oral, written, analytical and technical skills.
9. Self-motivated individual with the ability to work with minimal supervision in a team oriented setting.
10. Ability to lead, plan and coordinate / facilitate meetings, both virtually and in-person.
11. Proficiency in Microsoft Office including database applications.
12. Excellent case and file management skills, stress management and time management skills, ability to meet deadlines.
13. Ability to engage people to build trust and rapport; effective verbal and listening communication skills.
14. Ability to work flexible hours, including evenings and/or weekends.
15. A clear criminal reference check (CPIC) and Vulnerable Sector Clearance will be a condition of employment.
16. Must have a valid Ontario driver’s license and reliable transportation.

**CORE COMPETENCIES:**

* **Inter-Cultural Competency Informed –** Able to incorporate a personal responsibility to increase sensitivity, awareness and implementation of TBIFC’s cultural teachings and organizational practices in both professional conduct and work related deliverables. Ideally carries traditional knowledge and understands the history of Indigenous people and is considered to be of Good Mind.
* **Trauma-Based Practice Informed** – Able to incorporate a trauma-informed approach to recognize and respond to all forms of trauma and the necessity of supporting Indigenous people in a culture of tradition and safety in their healing journey.
* **Generative Curriculum Model Informed** – Able to incorporate generative approach to curriculum development, developing curriculum from community-relevant knowledge sources and co-creating knowledge through shared experiences, reflection and dialogue.

**RESPONSIBILITIES:**

The SAGE Liaison Worker will support TBIFC programs targeting urban Indigenous students and youth. The overall project goal is to increase safety, well-being and mental wellness for Indigenous young women and girls, including those who identify as 2SLGBTQ+, who have lived experience or witnessed trauma and violence in their families and communities, and/or missing and murdered Indigenous women and girls. The SAGE Liaison Worker will work collaboratively with internal Friendship Centre programs and will collaborate with external education partners, utilizing a strengths-based, trauma-informed approach that promotes youth engagement and learning.

The SAGE Liaison Worker shall have responsibility for the following:

1. **Project Management:**

* Maintain documentation, records according to the project’s contribution agreement.
* Ensure that partnerships are maintained with relevant up-to-date contact information.
* Provide support to and work in collaboration with existing programs, networks, events, and gender equity and allies.
* Build collaborative activities with TBIFC programs and services serving urban Indigenous students and youth.
* Lead the development of gender equitable-specific resources.
* Research and develop inventory of potential supports, services, training platforms, and other resources to best support understanding of Indigenous Gender-Based Analysis, an intersectional approach to gender, race and discrimination and subsequent intergenerational impacts affecting Indigenous women and their families.

1. **Program Administration:**

* Maintain documentation, records, and systems that are essential components of good project management that demonstrate the project is being delivered according to proposed work plan.
* Monitor & report on progress of projects. Provide or contribute to reports, statistics, written narratives and other administrative documentation as required for funding and organizational reports and materials.
* Submit written reports to the Executive Director / Director of Operations outlining programming activities, committee work, participation in Friendship Centre activities, and any other reports as required.
* Respond to correspondence and information requests as required.
* Attend TBIFC Annual General Meeting.
* Complete internal day-to-day administrative tasks i.e. time sheets, cheque requisitions, mileage logs, expense reports, etc.

1. **Participant-Based Activities & Outreach:**

* Promote awareness of Indigenous gender-based analysis, related human rights and equitable inclusion, and reduce stigmatism and bias.
* Facilitate programming, teaching and healthy wellness activities, with a priority to services and supports for self-identifying Indigenous women, girls, and 2SLGBTQ+ students and participants.
* Provide services that support the well-being of individuals through the promotion of healthy lifestyles and activities.
* Provide services that help improve mental well-being using strengths-based approaches to achieve and maintain a Good Mind.
* Provide services that support and improve individual and family emotional well-being and the ability to recognize and maintain healthy relationships.
* Provide services that increase access to cultural knowledge and activities that foster self-respect and identity.
* Establish and maintain strong relationships with participants involved in the program.
* Model behaviour in a manner that serves as an example of positive cultural values, attitudes, beliefs, and actions as they pertain to equitable gender identity and advocacy.
* Establish and maintain relationships and partnerships with Elders, TBIFC programs and services, education partners and stakeholders, community services, groups, etc.
* Research appropriate agencies for relevant referrals, resources and available community programs.
* Develop promotional material that advertises and creates awareness for the community regarding Indigenous Two Spirit and LGBTQ+ issues, MMIWG issues, and historical de-humanization of Indigenous girls, women, and female-identifying persons.
* Support the development of healing circles, peer support groups and self-help processes to assist in education engagement/reengagement and community healing.

1. **Training & Professional Development:**

* Participate in relevant conferences, training workshops, etc. as required or directed.
* Keep apprised of relevant legislation or policy changes in relation to the social services, gender equity and human rights fields.
* Identify, recommend, and support training needs to assist the community in developing equitable and safe learning spaces that reduce barriers to service provision and meet capacity-building project goals.
* Remain current and implement wise practices in gender equity service provision from a human rights and culture based platform.

1. **Health & Safety:**

* Observe health, fire and safety regulations; uphold health and safety standards.
* Ensure that the Health and Safety policies incorporated into daily working practices are adhered to.
* Maintain Standard First Aid Level C with AED certification.
* Maintain Safe Food Handling certification.

1. **Other Duties:**

* Perform other duties relevant to the Friendship Centre as assigned by the Executive Director / Director of Operations.
* Observe and uphold the policies, procedures, and practices of the Thunder Bay Indigenous Friendship Centre.
* Maintain and secure facilities and equipment and ensures tangible resources are secured in a locked filing cabinet on a daily basis.
* Maintain confidentiality.
* Notify the Executive Director / Director of Operations immediately of any difficulties including crises or any other issues that may affect the ongoing delivery of the project.
* Actively promote and participate in community and TBIFC annual activities in keeping with the mandate and philosophy of the Friendship Centre.
* Participate in all project evaluations, audits, and reviews.
* Ensure premises and program resources are safe and secure.
* Work within a culturally competent framework.
* Work with other members of the team to ensure a wholistic program of care is maintained addressing the physical, psychological, and social needs of the service users.

**RELATIONSHIPS:**

* + 1. **Executive Director / Director of Operations:**

The SAGE Liaison Worker will keep the Executive Director / Director of Operations apprised of all important matters related to the Creating Safe Spaces SAGE project by providing written reports for review and oral reports on an ad hoc basis.

2. **Child and Family Services Program Manager:**

The SAGE Liaison Worker will keep the Child and Family Services Program Manager apprised of all important matters related to the Creating Safe Spaces SAGE Project by providing regular written reports and oral reports on an ad hoc basis. The Child and Family Services Program Manager will provide daily supervision of the SAGE Liaison Worker.

3. **TBIFC Child, Youth and Family Program Staff:**

The SAGE Liaison Worker will work with Child & Youth program staff to maintain appropriate referrals to programs and services and to participate in joint programming. The SAGE Liaison Worker will work closely with the Alternative Secondary School Program Support Worker and staff working within educational institutions.

4. **TBIFC Program Staff:**

The SAGE Liaison Worker will work with other TBIFC program staff by maintaining communication to share information relevant to the program, to maintain appropriate referrals to programs and services, and to participate in joint programming. The SAGE Liaison Worker will work closely with the Indigenous Two Spirit and LGBTQ+ Mentor and the Wellness Services Program Manager.

**ACCOUNTABILITY:**

The SAGE Liaison Worker is accountable to the Executive Director / Director of Operations for the efficient performance of their function.

**PROBATIONARY PERIOD:**

Upon commencement of employment, the SAGE Liaison Worker will be placed on a (9) nine month probationary period. A performance appraisal will occur at the end of the probationary period. An extended period of probation may be instituted at the discretion of the Executive Director. Performance appraisals will occur once annually thereafter.

**TERMS AND CONDITIONS OF EMPLOYMENT:**

1. Hours may vary but shall not exceed 35 hours per week unless prior approval has been authorized to exceed terms and conditions.
2. Adheres to policies and procedures according to the Thunder Bay Indigenous Friendship Centre’s *Personnel Policy Manual* - March 24, 2010.
3. Abides by the Code of Ethics as adopted by the Thunder Bay Indigenous Friendship Centre.

4. Adheres and applies the following:

a) A Policy Dealing with Allegations of Abuse Against Individuals.

b) A Protocol for the Reporting of Child Abuse and Neglect Between Dilico Ojibway Child and Family Services and the Indian Youth Friendship Society

1. Signs and adheres to an Oath of Confidentiality

6. Maintain a clear criminal reference check (CPIC) and Vulnerable Sector Clearance

**CAUSES FOR DISMISSAL:**

Please refer to the Thunder Bay Indigenous Friendship Centre’s Personnel Policy Manual.

**WORKING CONDITIONS:**

**Physical Demands:** The SAGE Liaison Worker will spend long hours sitting, standing, and using office equipment and computers which can cause muscle strain. The SAGE Liaison Worker may be lifting equipment and materials up to 30 lbs. using appropriate lifting techniques; bend, push, pull, grip, reach, kneel, crouch using good body mechanics, including walking, sitting, standing and climbing stairs.

**Environmental Conditions:** The SAGE Liaison Worker is faced with constant interruptions and must meet with others on a regular basis. The SAGE Liaison Worker may come in contact with community members who are ill and/or contagious and must take precautions to ensure the health and safety of all individuals including self. The SAGE Liaison Worker will be required to move throughout the community.

**Sensory Demands:** Traditional Medicines and healing practices are utilized in ceremonies and circles; these may affect senses and respiratory system. The SAGE Liaison Worker will be working in a busy and occasionally noisy environment. The SAGE Liaison Worker must be very adept at listening to others and spending long hours on the computer preparing detailed reports which requires attention to detail and high levels of accuracy.

**Mental Demands:** There are regular deadlines associated with this position which may cause stress. The SAGE Liaison Worker must deal with a wide variety of people and will have to manage a number of requests and situations at one time.

**CERTIFICATION:**

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| I certify that I have read and understand the responsibilities to this position.  Employee Signature  Printed Name Date | Supervisor has reviewed with employee the job responsibilities as described in this document and has discussed expected standards of performance.  Supervisor’s Title  Supervisor’s Signature Date |

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.

June 2021