



JUSTICE FOR GIRLS IS HIRING!
POSITION: OUTREACH WORKER & ADVOCATE

Justice for Girls is a Canadian non-profit organization and registered charity which promotes equality, freedom from violence, social and environmental justice, and the health and wellness of teenage girls who live in poverty.

Purpose of the position: Justice for Girls (JFG) is seeking a passionate, committed and qualified young woman to work with our team in a 15-month contract to carry out individual and systemic advocacy for teenage girls and young women in poverty with the objective to promote young women's access to social, economic and environmental justice. This position reports to and works in partnership with JFG's Director of Legal Advocacy (DLA).

Eligibility requirement: The funding for this position is to hire a young person of Indigenous Ancestry. The competition is only open to those who are Indigenous and under the age of 30.

Key Responsibility Area: Outreach and Advocacy

- Provide outreach and advocacy to teenage girls in times of crisis, during medical, legal, mental health, or social service procedures, and following incidents of male violence. Outreach may extend to the prison, street, courts, hospitals, community organizations, youth drop-in centers, rape crisis centers, social service offices, mental health facilities, schools, and youth housing resources.
- Design and implement outreach strategies to connect with teenage girls in the community, inform them about their rights, identify potential legal issues, and potential advocacy options.
- Implement and adhere to JFG's advocacy intake policies and procedures, conducting initial intake interviews with teen girls and performing preliminary merit assessments to determine eligibility.
- Provide information to girls about their rights within criminal/juvenile justice, medical, mental health, school, and child welfare policies and procedures and act to ensure that they receive fair, dignified and lawful treatment throughout these processes.
- Under the supervision of the DLA, act as an advocate for girls when they are responding to violence, which may include advocacy in relation to their families, police, social workers, foster parents, court and corrections officials, medical and mental health professionals, and social service providers.
- Assist teenage girls in securing affordable housing, financial assistance, and adequate child care, maintaining equitable access to education, and accessing healthcare services.

- Under the supervision of the DLA, assist teen girls with complaints, such as police complaints and human rights complaints.
- Under the supervision of the DLA, prepare educational materials with respect to girls' human & equality rights within the systems that affect their daily lives including the child welfare, education, criminal justice, and healthcare systems.
- Know and maintain strict adherence to JFG's confidentiality and other HR policies.
- Other advocacy or outreach activities as deemed necessary or as directed.

Key Responsibility Area: Systemic Advocacy

- Participate in a variety of systemic advocacy strategies that promote the equality and human rights of girls in poverty. Such strategies include but are not limited to: public education, coalition building, consultation with policy makers, community/participatory action research, media strategies, organizing direct action.

Key Responsibility Area: Referrals

- Develop and maintain a current knowledge of services and resources for teenage girls who live in poverty.
- Refer girls to JFG programs and JFG approved referrals including: lawyers, community services alcohol and drug programs, school programs, social justice organizations, counselors, employment programs, housing, etc.

Key Responsibility Area: Community Development

- Develop relationships/partnerships with workers from community and equality-seeking organizations, especially rape crisis centers, youth outreach organizations, Indigenous and Women's groups, anti-poverty and anti-racist organizations.
- Assist other community service providers in advocating for teenage girls.
- Represent JFG at relevant community meetings.

Key Responsibility Area: Record Keeping

- Ensure that records in relation to individual advocacy cases are up to date and adhere to JFG's policies, including filing systems, confidentiality and file documentation procedures and standards.
- Record all outreach and systemic advocacy activities, phone logs and email correspondence.
- Maintain semi-monthly time sheets and prepare petty cash expense sheets.
- Learn the software, communication programs, and filing system and ensure proper usage when saving administrative files.

Key Responsibility Area: Confidentiality, Professional Development & Work Environment

- Know and maintain strict adherence to JFG's confidentiality and other HR policies.
- Participate in the collective upkeep, cleanliness, and health of JFG workspaces.
- Undertake training and skill development activities that support growth in this position as per goals set annually on performance reviews

Required Qualifications

- Highly motivated by social justice issues, particularly Indigenous rights, girls and women's equality, environmental justice, housing security, anti-poverty and anti-violence work.
- Post secondary education and/or a minimum of two years of equivalent and relevant job training and experience.
- Position requires proficiency with word processing programs, and effective communication skills, including writing and oral communication.
- Able to work well in a team-environment and to work independently under the direction of a supervisor. Must be self motivated.
- Good organizational and time management skills.
- Due to the COVID-19 pandemic, our office is currently closed. Candidates will be required to have a quiet and confidential remote workspace. We will provide necessary equipment and resources to accommodate remote work.

How to Apply

- Email cover letter and resume to info@justiceforgirls.org with the job title as the subject line.
- In your cover letter, please **state that you are of Indigenous ancestry and under the age of 30**. Only those candidates who meet the eligibility requirements and basic qualifications of the position will be considered.
- Only candidates who are invited for an interview will be contacted.

Application closing date: January 7, 2021 at 4:30 pm

Position start date: January 18, 2021

Time commitment: We are hiring part-time and full-time positions. Please state your availability or preference in your cover letter.

Compensation: \$26 per hour plus benefits