



## JOB POSTING

Legal Assistance of Windsor

is seeking a Full-Time Project Coordinator  
(Anti Human Trafficking)

(12 month maternity leave contract)

### MINIMUM HIRING REQUIREMENTS FOR THIS POSITION:

- Bachelor's degree in social work or related program from a recognized university
- Previous experience in working with victims of crime and/or newcomers to Canada
- Strong administrative, presentation, clinical and advocacy skills are essential

### JOB SUMMARY:

Reports to the Coordinator of Social Work Services and consults on an ongoing basis with the Coordinating Committee. Provides intake, assessment, counselling, case management, crisis intervention, advocacy and referral services. Significant community outreach and public education. Other duties as assigned.

### DUTY OR RESPONSIBILITY: Intake and Casework

- Interviews clients to identify elements of human trafficking or other forms of abuse/exploitation.
- Provides assessments, recommendations, referrals and decisions for clients, based upon training and professional knowledge base.
- Assesses client's physical, emotional, social and developmental needs and develops an appropriate plan of treatment/action.
- Provides short term professional counselling.
- Provides crisis intervention by counselling and facilitating problem resolution for clients and staff, often involving coordination of services with outside agencies.
- Acts as an advocate for clients' rights to services and benefits.

DUTY OR RESPONSIBILITY: Administration

- Follows all office policies and procedures, including recording and maintaining files.
- Attends committee meetings.
- Prepares agendas, minutes as required

DUTY OR RESPONSIBILITY: Community Services

- Carries out liaison with community groups, agencies and professionals to facilitate clinic/client needs by sharing and obtaining resources and information.
- Develops & disseminates written educational material and public education  
Conducts oral presentations and education to community and service providers

Interested candidates are asked to submit a resume with covering letter by 4:00 p.m. on Friday, May 11, 2018 to:

Hiring Committee  
Legal Assistance of Windsor  
443 Ouellette Ave., 2<sup>nd</sup> Floor  
Windsor, Ontario N9A 4J2  
[prattl@lao.on.ca](mailto:prattl@lao.on.ca)

While we thank all applicants for their interest, only those selected for an interview will be contacted.