

ANN HAMILTON

114 Melvin Ave. | Thunder Bay, ON | P7A 7C5 | ahamilton@tbaytel.net | 807.345.8687 | Cell: 807.626.2974

February 10, 2022

Nishnawbe Aski Legal Services
1805 Arthur St. E. #100
Thunder Bay, ON
P7E 2R6

RE: Full-Time Gladue Case Worker Position

Dear Hiring Committee:

I am very excited to apply for a position at Nishnawbe Aski Legal Services, Full-Time Gladue Case Worker position. I am a member of Lac Seul First Nation and apologize for missing the deadline for this posting, but just seen it. Throughout my career, I have demonstrated my loyalty, commitment to excellence, and a solid work ethic.

Professional skills include but are not limited to:

- ✓ Over nineteen years' experience in Indigenous Organizations, coordination, communication.
- ✓ Knowledge of Indigenous culture and experience working with Indigenous people.
- ✓ Volunteered regularly for thirteen years as an Indigenous Community Council Member in Restorative Circles.
- ✓ Ability to engage people to build trust and rapport, with emphasis on listening and communication skills.
- ✓ Self-motivated to work with minimal supervision and in a team environment.
- ✓ Effective crisis intervention and stress management skills.
- ✓ A resourceful problem-solver with a record of accomplishment of positive results and outstanding feedback from clients.
- ✓ Demonstrated experience in supporting cooperative, results-oriented environments.
- ✓ Proven computer skills, databases, word processing, spreadsheets and office etiquette.

My career success has been due in large part to supporting teams, as well as client relationships and tackling persistent issues with a creative approach. I am seeking the opportunity to transition my experience, skills, and enthusiasm into a new role where I can contribute to bottom-line results.

My volunteer work as a Community Council Member and working as Victim Advocate has broadened by knowledge of issues that affect Indigenous people and help make plans for healthy lifestyle changes. In addition, with my fifteen years of nursing background with the Law and Advocacy program would be an asset to this position. And I have the ability to travel.

I welcome the opportunity to meet with the hiring committee to discuss the contributions I can make to Nishnawbe Aski Legal Services team.

Thank you for your consideration.

Sincerely,



Ann Hamilton

ANN HAMILTON

114 Melvin Ave. | Thunder Bay, ON | P7A 7C5 | ahamilton@tbaytel.net | 807.345.8687 | Cell: 807.626.2974

WORK HISTORY

Victim Advocate Caseworker

2020-current

Thunder Bay Indigenous Friendship Centre

Thunder Bay, ON

- File documentation maintained on clients and documents, provide intakes and interviews
- Assist victims of offences, to understand their rights and responsibilities and refer them to appropriate services within the Friendship Centre or to external agencies as needed
- Attend Healing Circle's with client or on behalf of clients.
- Attend the Indigenous Peoples Court and support victims through the court process.
- Facilitate six week Healing your Heart group to clients, provide education and tools for grief and loss to clients
- Provide advocacy and liaison services
- Provide ongoing support, follow up and ensure clients basic needs are met
- Prepare Board reports, Funders reports, WFH, communication reports, mileage, impact statements
- Attend internal committee meetings
- Take internal and external professional learning/training

Administrative Assistant

2018-2019

Fort Frances Tribal Area Health Services

Fort Frances, ON

- Scan and log all mail/faxes incoming and outgoing
- Answer phones and transfer to appropriate staff
- Prepare weekly minutes from staff meetings
- Prepare FSR's and PO's for Managers to be signed, track inventory/packing slips
- Keep copies of time sheets, calculations and totals for Manager
- Document incoming and outgoing cheques with signatures and dated
- Vehicle gas receipts sent into finance and ensure GPS is working and tracking in each vehicle
- Keep information racks of Behavioural Health Services updated and stocked, Sharing Circles, Sweats, Men/Women's Hand Drumming, Full Moon Sweats and specialized programming, update Face Book
- Input when required into EMHware and look up appointments for clients
- Order office supplies and meals for meetings/events

Assistant Camp Manager

2015-2018

Atkinson Road Camp (Onikaajigan Construction Inc.)

Blackhawk, ON

- Responsible for day to day operation of 600-person camp
- Direct supervision of Gate Attendants, Maintenance, Sub Contractors
- Oversee Catering & Housekeeping performance of Sodexo, facility and inspections
- Responsible for security of camp facilities, personnel and residents
- Responsible for ordering, pick up supplies and deliveries
- Daily occupancy log, room bookings, scheduling, tracking and computer input
- Daily reports to New Gold for camp occupancy and reservations
- Document occurrences, report serious occurrences to Manager or ONI partner
- Ensures regular pickup Waste Water Treatment Plant disposal, and alarm systems resets
- Ensure that all federal, provincial and municipal regulations are followed
- Obtain operating permits as required at all times
- Report any serious occurrences/illegal activity to police and / or medical personnel
- Weekly reports to Management and Onikaajigan CEO of all camp issues

Consulting Services (3 weeks)

Beendigen Inc.

2015

Fort William First Nation, ON

- Organized and formatted Policy & Procedure Manuals for Wakaigen Housing and Finance/HR Manager
- Prepared draft Operations Policy for Finance Assistant and Executive Assistant
- Prepared and researched a draft Contingency Plan for the Women's Crisis Home

Office Clerk (Contract)

Ontario Provincial Police

2013
Thunder Bay, ON

- Answer phone and direct calls to appropriate staff
- Proofread statements for grammar and spelling
- Transcribe taped videos/DVD's/written statements
- Send out/receive mail, electronically, and manually (Post office, Canpar)
- Managed invoices and filing

Office Administration Clerk (Casual – On Call)

Ministry of Natural Resources

2012
Fort Frances, ON

- Prepare correspondence, reports, statements and briefing notes
- Respond to telephone, in person or electronic enquiries or forward to appropriate person
- Provide program, regulation and procedure information to staff, clients and the public
- Photocopy and collate documents for distribution, mailing and filing
- Sort and file documents according to established filing systems
- locate and retrieve documents from files as requested and maintain records
- Maintain and prepare reports from manual or electronic files, inventories, and databases
- Send and receive messages and documents using fax machine or electronic mail
- Utilize metered postage machine for outgoing mail and packages
- Assist with administrative procedures such as work schedules
- Organize the flow of work for other office support workers

Data Entry Clerk (Contract)

Ministry of Training, Colleges & Universities (via Drake Placement Agency)

2012
Thunder Bay, ON

- Perform data entry for Ontario Tuition Grant applicants
- Open, sort, and distribute all incoming mail

Administrative Assistant (Contract)

Ministry of Community Safety & Correctional Services (via Drake)

2011
Thunder Bay, ON

- Review staff travel and expense claims for accuracy and submit to manager
- Update Ministry policy and procedures manuals when necessary and notify staff of changes
- Oversee maintenance, mileage monitoring of vehicle fleet, generate and submit monthly reports
- Monitor all data entry for 52 regional fire departments for accuracy
- Check fleet logs for accuracy on a monthly basis
- Record, generate and distribute departmental minutes

Database and Administrative Coordinator (Contract)

2011 Special Olympics Winter Games

2010-2011
Thunder Bay, ON

- Build and link athletes, guests, families and coaches to Special Olympics National Database
- Create ID and luggage tags for all athletes, families, coaches, volunteers and honorary guests
- Prepare letters, posters and pamphlets providing information to all stakeholders
- Prepare reports / charts to track game progress and report to Organizing Committee & Manager

Social and Health – Administrative Support (Contracts)

Nishnawbe Aski Nation

2007-2010
Thunder Bay, ON

- Work as team to gather and collate information regarding services
- Overhaul filing system for effectiveness and efficiency, check information for accuracy

- Code information according to established coding manuals and enter data onto computers
- Plan the computerized management of archives and electronic archives
- Organize archives and develop cataloguing and retrieval systems to allow access to material
- Label, prepare and transfer information files according to established records management procedures
- Organize and oversee meetings and conferences; accommodating all stakeholders

Health Policy Analyst / Community Development Support

2003-2006

Ontario Native Women's Association

Thunder Bay, ON

- Oversee reporting on client caseloads, histories, etc. in accordance with policies and procedures
- In-depth knowledge of and successfully apply to all relevant funding sources (provincial and federal)
- Report on all aspects of service provision monthly, quarterly and annually
- Guide staff in the referral of clients to other social services
- Assist clients in locating and utilizing community resources including legal, medical, financial, etc.
- Prepare and conduct workshops and information sessions on services provided by agency
- Oversee community consultations and forums to assess and further develop services
- Participate in the selection and admission of clients to appropriate programs
- Develop life skills workshops, substance abuse treatment programs, behaviour management programs, youth services programs and other community and social service programs under the supervision of social services or health care professionals
- Assist in evaluating the effectiveness of treatment programs by tracking clients' behavioural changes and responses to interventions
- Represented ONWA on Indigenous committees, NOSM, Aboriginal Domestic Violence, Joint Ontario Aboriginal Cancer Care etc.
- Networking on a Provincial and Community level, working with volunteers with ONWA programs
- Implement and organize the delivery of specific services for all Aboriginal women and children
- Maintain contact with other social service agencies and health care providers involved with clients to provide information and obtain feedback on clients' overall progress
- Co-ordinate the volunteer activities of human service agencies and health care facilities
- Maintain program statistics for purposes of evaluation and research

Registered Practical Nurse

1987-2001

Lake of the Woods District Hospital, PineCrest Home for the Aged, RainyCrest Home for the Aged

- Utilized knowledge of medical terms and pharmacological medications to perform job duties
- Employed excellent attention to detail to chart medical data
- Developed excellent bed side manner with patients
- Performed supervisory duties when working at PineCrest and RainyCrest
- Took the initiative to ensure a high standard of patient care

VOLUNTEER EXPERIENCE & PERSONAL ENRICHMENT

Aboriginal Community Council Member

2007- 2020

Thunder Bay Indian Friendship Centre

Thunder Bay, ON

Aboriginal Advisory Committee Member

2011- present

Thunder Bay Indian Friendship Centre

Thunder Bay, ON

Special Olympics Local Volunteer & 2020 Winter Games

2011-present

Special Olympics Ontario

Thunder Bay, ON

Thunder Bay Crime Stoppers Community Board Member

2012-2015

Thunder Bay District Crime Stoppers

Thunder Bay, ON

EDUCATION AND TRAINING

Coaching for a Resolution Training

2019

Thunder Bay Indian Friendship Centre

Thunder Bay

First Aid Certificate *(valid till Dec. 10, 2021)*

Fort Frances Tribal Area Health Services

2018
Fort Frances

Safe TALK: Suicide Alertness Training

Thunder Bay Indian Friendship Centre

2015
Thunder Bay, ON

Customer Service Standard Readiness & Compliance Training

Thunder Bay Indian Friendship Centre

2011
Thunder Bay, ON

Aboriginal Law and Advocacy Diploma

Confederation College

2003
Thunder Bay, ON

Pharmacology Certificate

Confederation College

1987
Fort Frances, ON

Registered Practical Nurse Certificate

Laverendrye Hospital

1983
Fort Frances, ON