



Full-time Indigenous Criminal Courtworker

Under the direction of the Executive Director and in accordance with agency standards and philosophy, the primary role of the Indigenous Criminal Courtworker is to assist Indigenous persons who come into contact with the law to better understand their rights, options and responsibilities. This position will also assist Indigenous persons who come into contact with the Youth, Family and/or the Child Protection court process to better understand their rights, options and responsibilities. The Criminal Courtworker works primarily out of the Kenora Courthouse and will play a critical role in providing referrals to the Ne-Chee Friendship Centre's Indigenous Community Justice Program.

RESPONSIBILITIES:

- Liaison between the client and court administrators
- To be knowledgeable of and to work with community agencies and referral sources to meet clients needs
- Will assist with
- Work with Friendship Centre programs to promote a coordinated client services approach to ensure clients needs are addressed
- To attend meetings, workshops, seminars and conferences that relate to Courtworkers duties
- Prepare accurate monthly and quarterly reports

QUALIFICATIONS:

- Post-secondary degree or diploma in any of the following fields; Alternative Justice, Law, Criminology, Social Work; or relevant accredited training combined with work related experience
- Knowledge of the judicial system, and relevant federal and provincial legislation as well the Youth Criminal Justice Act and the Child and Family Services Act
- Extensive experience working with Indigenous people, communities and organizations
- Ability to speak Ojibway, Cree or Oji-Cree is a definite asset
- Knowledge of Indigenous values, traditions and practices
- Superior verbal and written communication
- Working knowledge of computer software programs
- Valid driver's license and access to vehicle is required

Benefits:

- Earn up to **9.37 hours** of **Paid Personal Leave** per month (potentially 15 days annually, dependant on hiring date)
- Earn up to **9.37 hours** of **Paid Vacation** time to start (potentially 3 weeks per year, dependant on hiring date)
- Almost 2 weeks of paid time off during the December break, if completed probationary period
- A comprehensive benefit package including a pension plan with employer match-up of 1.5-3%
- Paid lunch based on actual working hours
- Optional choice to work a flexed schedule that allows for every other Friday off

Salary: \$46,000 - \$48,000 annually to start

OPEN UNTIL FILLED

Please submit your **resume** along with a **cover letter** to:

Ne-Chee Friendship Centre

Brianna Boucha, Human Resources Manager

326 Second Street, Kenora, ON P9N 1G5 hr@nechee.org Fax: (807)-468-5340

We wish to thank all applicants, however, only those selected for an interview will be acknowledged. Preference will be given to Indigenous applicants. Please self-identify upon applying.