



Ne-Chee Friendship Centre

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## **Full-time Indigenous Criminal Courtworker (1 vacancy)**

Under the direction of the Executive Director and in alignment with the Friendship Centre's standards and philosophy, the Indigenous Criminal Courtworker is responsible for supporting Indigenous individuals who come into contact with the justice system. The role focuses on helping clients understand their rights, options, and responsibilities within the criminal court process. The Courtworker also provides similar assistance to Indigenous persons involved in Youth, Family, and Child Protection proceedings. Based primarily out of the Kenora Courthouse, this position plays a key role in offering referrals to the Ne-Chee Friendship Centre's Indigenous Community Justice Program

### **RESPONSIBILITIES**

- Act as a liaison between clients and court administrators
- Maintain knowledge of community agencies and referral resources and work collaboratively with them to meet clients' needs
- Assist clients in understanding court procedures, legal terminology, and their rights, responsibilities, and options within the justice system
- Work with Friendship Centre programs to promote a coordinated service approach and ensure clients' needs are addressed comprehensively
- Attend meetings, workshops, seminars, and conferences relevant to Courtworker duties and professional development
- Prepare accurate monthly and quarterly reports in accordance with agency requirements

### **QUALIFICATIONS**

- Post-secondary degree or diploma in Restorative Justice, Law, Criminology, Social Work, or a related field; or an equivalent combination of relevant accredited training and work experience
- Knowledge of the judicial system, including relevant federal and provincial legislation, the Youth Criminal Justice Act, and the Child and Family Services Act
- Experience working with Indigenous people, communities, and organizations
- Ability to speak Ojibway, Cree, or Oji-Cree is an asset
- Knowledge of Indigenous values, traditions, and cultural practices
- Strong verbal and written communication skills
- Working knowledge of common computer software programs
- Valid driver's licence and access to a reliable vehicle

### **BENEFITS**

- Earn up to **9.37 hours of Paid Personal Leave per month** (equivalent to up to 15 days annually, dependent on hire date)
- Earn up to **9.37 hours of Paid Vacation per month** to start (equivalent to up to 3 weeks annually, dependent on hire date)
- **Approximately two weeks of paid time off during the December break**, upon successful completion of the probationary period
- **Comprehensive benefits package**, including a pension plan with an employer match up
- Paid lunch based on actual working hours
- **Optional flexible schedule** allowing for every other Friday off

**SALARY:** \$50,000 – \$52,000 annually to start

This position is vacant. OPEN UNTIL FILLED

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

**Ne-Chee Friendship Centre**

Brianna Boucha, Office Manager

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

*We are committed to building a strong, supportive team and welcome applicants who may not yet have all the listed skills but are eager to learn, open to seeking knowledge, and passionate about Indigenous culture and community work. 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.*

### **Accessibility Statement**

Ne-Chee Friendship Centre is committed to providing an inclusive and accessible recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. Accommodation is available throughout all stages of the hiring process upon request. Applicants are encouraged to advise us of any accommodation needs required to ensure equal participation. Information received relating to accommodation will be addressed confidentially. We welcome and encourage applications from Indigenous peoples, persons with disabilities, members of racialized communities, and individuals of diverse backgrounds and identities.