



Fort Nelson First Nation

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EXTERNAL JOB POSTING

Job Title:	Restorative Justice Coordinator	Posting #:	38-2022
Service Unit:	Justice Services; Administration Department	Level:	G5-L4-C6
Location:	Office at 3016 Reserve Road	FTE:	1.0
Supervisor:	Justice Programs Manager	Starting Rate:	\$29.72
Key Areas:	Reintegration, Healing, Case Management, Services, Outreach	First Posted:	2022-07-21
Classification:	Full-time, Indeterminate	Closes:	2022-08-04

SUMMARY / SCOPE

The Restorative Justice Coordinator reports to the Justice Programs Manager. The Restorative Justice Coordinator plans and organizes and carries out the services and activities of the Restorative Justice Program, and informs management about work performance, progress, and difficulties. The Restorative Justice Coordinator is responsible for the day to day coordination and delivery of culturally appropriate justice support, and culturally relevant prevention & diversion programs and outreach delivery, for the Fort Nelson First Nation employer. The employee plans daily, weekly, and monthly service assignments for the assigned program, and oversees all progress and results, and reports on the same. Primary goals are for safe work processes, quality work production, and comprehensive reporting and compliance in all assigned service areas. Key areas of responsibility for coordinating the Restorative Justice Program are to provide programs and services and compliance and reporting activities as it relates to: (a) ancillary support services to offenders, (b) community correction CORE programs, (c) bail and probation secondary supervision support, (d) youth probation support, (e) pre-charge diversion opportunities, (f) restorative justice/alternative measures, (g) public relations campaigns. The Restorative Justice Coordinator will coordinate services in support of the identified population, in consultation with the Justice Programs Manager.

Service area goals include: fostering strong relationships with the RCMP, Crown Counsel, Native Court Worker, and other similar stakeholders; develop consistent diversion program planning and implementation; make alternative measures recommendations and implement the full cycle intake process; implement public relations activities that ensure the identified population are aware of their options for Legal Aide, Restorative Justice Circles, Gladue Reports, and other ancillary services provided by the Fort Nelson First Nation employer through its Indigenous Justice Program. Foster the implementation of Indigenous justice programs and services that enhance the quality-of-place and quality of life for our community members. The work also includes ensuring security and safeguards for self, workers, building, grounds, equipment, and work sites while working. A key element of success for this employee is technical knowledge and experiences with court processes, court applications processes, court specific language, and an awareness and knowledge of reference materials, to assist in addressing problems, challenges and issues, and includes, regulations, written policies, procedures and guidelines, as well as maintenance and work schedules and check lists, and equipment manuals and reference handbooks, and WHMIS manual and data sheets. Other related duties as required.

Candidate Profile:

The Restorative Justice Coordinator exercises diplomacy in worker and public relations and possesses technical knowledge for the work. The supervisor has excellent interpersonal skills including exceptional communication and engagement skills to gather information and to ask questions. Informing and engaging co-workers and clients to gain their confirmed understanding and cooperation is crucial to the work. This employee has strong written and verbal communication skills and communicates with co-workers, managers, and citizens involved in the justice system. This position also communicates with others involved in the work service chain such as, court workers, crown counsel, lawyers, Professionals, paraprofessionals, agents and affiliates. Maintains contact with the occupational health and safety committee members, and the general public. This position is responsible for preparing reports for management and will occasionally report to Council.

COMPETENCIES

- Intake and Interviewing
- Outreach
- Advocacy
- Co-creating/Teamwork
- Communication
- Writing Reports
- Coaching
- Planning and Organizing
- Knowledge Integration
- Facilitation
- Community-centric



MINIMUM QUALIFICATIONS

- Mature individual of professional presentation with a college certificate or diploma, supplemented by completion of education or experience working in the court system.
- Three (3) years' experience in administrative/human services work with at least one (1) year progressive experience overseeing full cycle client intake services.
- Experience must include proposal preparation, program and service delivery.
- Experience working with other service providers and community stakeholders.
- Experience with provincial court system.
- Knowledge of Indigenous history, culture and traditions.
- High confidentiality standards and ability to exercise good judgment.
- Strong interpersonal skills and ability to interact professionally with employees, clients, consultants, Executive Staff, Council, and the public; ability to maintain diplomacy in the Community and with outside parties.
- Strong leader and team builder with excellent communication skills (written and oral); ability to listen to understand and ask questions for clarification and to implement resolution skills; able to produce written documents with clearly organized thoughts using proper sentence construction
- Demonstrated ability to prioritize, organize and manage multiple and diverse projects and operations, while adhering to timelines.
- Proficient computer skills and able to use MS Office Suite, Excel, internet, and email.
- Compliance with BC Immunization program, TB screening, and COVID-19 vaccinations.
- Satisfactory completion of a police record check.
- Valid BC Driver's License and factor report.
- Willing to train.

ADDITIONAL ASSETS

The following are considered assets:

- Completion of Degree applicable to the field of work.
- One or more course in Indigenous Justice Services training (i.e.: Community Justice Forum Facilitator Training, Cultural Perspectives Training, Gladue Report Writer training, etc.)
- Other certificates of training such as, OFA1, WHMIS, OHS.
- Experience working with funders and associated programs and projects, with demonstrated success in project / proposal development.
- Experience working for or a relational understanding of Indigenous justice services, and/or public administration.
- Google™ drive, calendar, forms and other Google™ products.
- Ability to speak Dene and/or Cree.

WORK CONDITIONS

- Regularly works with persons identified in the criminal justice system/criminal court; working with people who are at risk; some persons are identified through criminal court as perpetrating bodily assault, sexual interference, and assault with weapons.
- May be exposed to unpleasant dealings in emotionally charged situations.
- Risk of vicarious trauma if not educated regarding effects.
- Lifting and moving materials weighing up to 40 lbs occurs occasionally: objects may include supplies, file boxes, office fixtures and furniture.
- Auditory concentration is required to listen attentively, to be alert and to obtain and interpret information correctly.
- Visual concentration or alertness is required on a regular basis to ensure the safety of self and others, and when visiting job sites.
- Time pressures and deadlines may be experienced.



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- There is a requirement to wear safe footwear at all times.
- There is a requirement to implement an emergency safety plan and understand the process.
- The likelihood of injury or illness resulting from hazards in the job is limited if safety precautions are followed.
- Overtime as approved in advance by the department manager.

APPLICATION INSTRUCTIONS

Closes: August 04, 2022 at 4:30 p.m. **Remuneration:** Rate offered to the successful incumbent is pending certification(s), skills, experiences, knowledge. *Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to:

Human Resources, Recruitment
Fort Nelson First Nation
R.R. #1, Mile 295, Alaska Highway
Fort Nelson, B.C. V0C 1R0
E-mail: recruitment@fnnation.ca

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum qualifications will receive a response.

* Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.