



Fort Nelson First Nation

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INTERNAL/EXTERNAL POSTING

Job Title:	Restorative Justice Service Worker	Posting #:	46-2023
Department:	Justice	Grade:	5
Location:	On Reserve	FTE:	1.0
Supervisor:	Justice Programs Manager	Starting Rate:	\$27.50/hr.
Key Duties:	Outreach, Intake, Advocacy, Facilitation, Services, Reporting	First Posted:	2023-12-14
Effective Date:	Immediate, full-time permanent	Closes:	When filled.

Job Scope

The Restorative Justice Service Worker reports to the Justice Programs Manager. The Restorative Justice Service Worker 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 Service Worker 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 Service Worker 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, 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 Service Worker exercises diplomacy in worker and public relations and possesses technical knowledge for the work. The supervisor has excellent interpersonal skills including exceptional



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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.

Preferred Qualifications

Experience:

- 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, and program design and implementation
- Experience with Outreach, Intake, Advocacy, Facilitation, Services, and Reporting In relation to human services
- Experience working with other service providers and community stakeholders.
- Experience with provincial court system.

Knowledge:

- Mature individual of professional presentation with a college certificate or diploma, supplemented by completion of education or experience working in the court system.
- Knowledge of Indigenous history, culture and traditions.
- High confidentiality standards and ability to exercise good judgment.

Skills:

- Excellent communication skills (written and oral).
- 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.
- Proficient computer skills and ability to use MS Office and Google Workspace™ applications.

Abilities:

- Ability to listen to understand and ask questions for clarification and to implement resolution skills.
- Ability 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.

Other:

- No barriers to working with any member of the identified population and an awareness to declare a conflict of interest when a perceived or real conflict of interest exists
- Compliance with BC Immunization program, TB Screening, and FNFN's COVID-19 vaccination policy.
- Satisfactory completion of a police information check may be required.
- Ability to provide own transportation to work.
- Valid Class 5 BC Driver's License and Drivers Abstract.



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Optional:

- 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, etc.)
- Experience working with funders and associated programs and projects.
- Experience working for, or a relational understanding of Indigenous justice services, and/or public administration.
- Ability to speak Dene and/or Cree.
- Other certificates such as: WHMIS, OFA1, OHS.

Work Conditions

This work typically takes place Monday to Friday, 8:30 a.m. – 4:30 p.m., excluding holidays. Will be required to work evenings and weekends at times. The majority of work occurs at various public/employer buildings on reserve. Requirement to travel to several sites on reserve. Regularly works with persons identified in the criminal justice system/criminal court. May be exposed to unpleasant dealings in emotionally charged situations. Overtime as approved by the supervisor(s).

Compensation

Remuneration: Competitive hourly wage, 35-hour standard work week, comprehensive benefits (health/dental, insurances, weekly indemnities), pension, and 3 weeks vacation. Rate offered to the successful applicant is pending certification(s), experience, knowledge, skills, abilities and other attributes.

Lifestyle: This unique work opportunity offers a life experience in one of the most beautiful and affordable places to live in Canada. Fort Nelson is a regional municipality with year-round indoor and outdoor recreation and cultural activities. Explore the 'Serengeti of the North' in our super natural Northern Rockies, British Columbia!

Application Instructions

Closes: When filled. **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: recruitment@fnnation.ca

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