



Employment Opportunity

Position: **Community Legal Worker**
Status: Full-time Temporary Contract
Opening Date: October 2, 2020
Location: Thunder Bay, ON

Posting Reference #: NTC 20201002 -CLW
Contract End Date: March 31, 2021
Closing Date: October 13, 2020
Hourly Rate: up to \$30.00/hr

The Nokiiwin Tribal Council Inc. was incorporated in 2006. Nokiiwin provides services to member First Nations within the Robinson Superior Treaty Area: Animiigoo Zaagi'igan Anishinaabek, Bingwi Neyaashi Anishinaabek, Biinjitiwaabik Zaaging Anishinaabek, Kiashke Zaaging Anishinaabek, Fort William First Nation and Pic Moberg First Nation.

The Tribal Council is mandated to provide services to our member First Nations in the areas of governance, finance, economic development, community planning, technical and education services.

Summary of duties:

The Nokiiwin Tribal Council requires an experienced, knowledgeable, motivated and career-minded **Community Legal Worker**. Reporting to the Access to Justice Manager, the Community Legal Worker will work in a team centred environment and closely with the Restorative Justice Coordinator, Victim Services Counsellor, Victim Support Advocate, and others.

The Community Legal Worker is the first point of contact for clients who are involved with the Justice System, including Legal Aid Ontario and the courts. The primary function is to assist clients, counsel, and other parties in advance, on court days, with referrals, diversions, PLE, legal aid applications and act as an ambassador for Nokiiwin Tribal Council and the member communities we serve.

Preferred Qualifications:

- A university degree or college diploma in a related field with a minimum of three (3) years of related work experience.
- Must have experience working with First Nation organizations, First Nation Government, First Nation communities and other levels of government.
- Must have proven well-developed communication (speaking and writing), public relations and negotiating experience; must be highly self-motivated and able to work well independently or as a team member.
- Must have excellent computer skills, proven experience with work processing, spreadsheet, database, presentation, and publishing software preferably in a Microsoft Office Suite environment.
- Demonstrated experience and ability in policy, planning and program development and implementation.
- Must have a valid Driver's License and access reliable transportation.
- Criminal Reference check as relevant to the position is required.

Please send your cover letter, resume, and 3 work-related references by:

4:00 p.m. Tuesday October 13, 2020 to:
Human Resources, Nokiiwin Tribal Council
384 Fort William Road, Thunder Bay, ON, P7B 2Z3
E-mail: hr@nokiiwin.com
Fax : (807) 474.4238

Only candidates who meet the qualifications and are granted an interview will be contacted. Nokiiwin is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.

