

COMMUNITY LEGAL WORKER

POSITION PROFILE

Position Title: COMMUNITY LEGAL WORKER

Supervisor: Access to Justice Manager

Hours of work: 35 hours per week

Salary: To be Determined

Summary of Duties:

Nokiiwin Tribal Council has initiated an Access to Justice initiative which has identified the need for a Community Legal Worker. Working in a team centred environment, 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. Community Legal Worker is responsible for assisting clients, counsel, Nokiiwin Restorative Justice Coordinator, Nokiiwin Support Services Coordinator and other parties with advance and court days, referrals, diversions, PLE, legal aid applications, and for acting as ambassadors for Nokiiwin Tribal Council and the member communities we serve.

Probationary Period: 6 Months

PREFERRED QUALIFICATIONS:

1. A university degree or college diploma in a related field with a minimum of three (3) years of related work experience.
2. Must have experience working with First Nation organizations, First Nation Government, First Nation communities and other levels of government. A keen appreciation of the Nokiiwin Tribal Council member First Nation cultures and community aspirations is required.
3. 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.
4. Must have excellent computer skills, proven experience with word processing, spreadsheet, database, presentation, and publishing software preferably in a Microsoft Office Suite environment.
7. Demonstrated experience and ability in policy, planning and program development and implementation.
8. Must have valid Ontario Driver's License and access to reliable transportation.
9. *Criminal Reference check* as relevant to the position is required.

KNOWLEDGE AND SKILLS:

- Must be innovative and decisive with high-level organizational, file management, and analytical skills
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- Must demonstrate the ability to work with a high level of tact and discretion
- Must possess Statistics Management skills and must be able to establish and effectively achieve measurable objectives within directed work plans

ESSENTIAL DUTIES:

Work Plan and Budget:

- Ensures activities are adhere to the Funding Agreement
- Participates (when available) in Access to Justice Advisory Steering Committee meetings
- Gathers baseline evidence and progress evidence at any occasion.
- Participates at requests of First Nation teams in related activities
- Seek additional resources to support the activities

Assisting Community Members by:

- Being available for work during regular business hours in the office or in member communities as required during advance, court and summary legal clinic days and to be on call at other times when required
 - Be available in the community on advance and court days to assist legal counsel, duty counsel, community members, Restorative Justice Workers, Support Services Coordinator and Victim/Witness Advocate
 - Ensure community members are aware that duty counsel is available to provide advice to community members
 - As a Commissioner for taking Affidavits, perform all the functions of that office in relation to the fulfillment of the mandate of the position
 - Assist defense/legal counsel and duty counsel in the preparation of cases by:
 - arranging meetings with relevant personnel
 - maintaining an ongoing record of the status of cases
 - explaining any aspect of the case to help members understand the proceedings
 - carrying out all reasonable requests to assist in handling of cases
 - Assist Restorative Justice Coordinator and community Restorative Justice Workers in the development of Justice Committees
 - Assist defense counsel, duty counsel, Restorative Justice Workers and Justice Committee members in identifying potential community diversions; inform Restorative Justice Workers and complete a referral when a matter is diverted; assist with preparations for Restorative Justice circles and ensure that reports are or have been provided to the defense and the offender
 - Assist with Public Legal Education (PLE) by:
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- developing and delivering PLE programs in the communities, serve as a continual conduit of information to communities to ensure Nokiiwin fulfills its access to justice mandate
- assisting member communities in any reasonable way to better understand and deal with the Euro-Canadian legal system
- Refer victims to the Nokiiwin Support Services Coordinator and / or Victim Witness Advocate for assistance
- Referring clients to Legal Aid Ontario personnel and assisting clients in the preparation of Legal Aid applications
- assisting community members in seeking legal counsel
- assisting community members in the completion of routine forms and providing information and referrals;
- referring legal advice and brief service requests to in house legal advisor and / or duty counsel
- following up on applications to ensure all necessary documentation and information has been submitted
- assisting clients in dealings with justice personnel (eg. probation officers, police officers);

Liaison:

- Liaise with other First Nation and Indigenous organizations to ensure mutual understanding, partnership building, and ongoing networking relationships to enhance the Restorative Justice Pilot Initiatives and Activities
- Liaise with member First Nations leadership and/or First Nation representatives to ensure accurate communication and information is properly disseminated;
- Attend information meetings, workshops, conferences and other professional development activities on relevant topics.
- Liaise with court, police, judges, and probation officers to arrange for mechanism to divert charges to available diversion programs

Administration:

- Provide monthly activity reports, meeting reports and/or other reports to the Executive Director and Board of Directors as requested
 - Provide briefings on emerging issues, progress and other reports, as needed
 - File once a month on a prescribed form, a report of all the work done and any problems encountered in that month;
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- File on a prescribed form, a report setting out of all courts within seven days of the court sitting;
- Perform other related duties when and as required by the Area Director, and the Executive Director or their designates, in keeping with the furtherance of the goals and mandate of the Nokiiwin

RELATED DUTIES

- Perform other duties as assigned as related to the position
- Participate in the development of the goals, objectives, and the Strategic Direction of Nokiiwin Tribal Council

ACCOUNTABILITIES

- Accountable to the Nokiiwin Tribal Council Board of Directors, Executive Director, Professional Certification Bodies or Organizations, member First Nations, their employees and membership
- All Nokiiwin Tribal Council Policy and Procedures to apply

WORKING CONDITIONS:

- Work requires travel and interaction with First Nations and legal personnel, requiring a valid drivers license and reliable transportation
- Work may be subject to unscheduled hours.

IMPACT OF ERROR:

Errors in omission, analysis, judgment, and in the rendering of advice could lead to inequitable and/or legal and/or financial ramifications.

Errors could lead to duplication and confusion; a breakdown of Nokiiwin Tribal Council Board of Directors and staff relations; and unfavourable public relations.

CONTROL:

Subject to policy and direction from the Nokiiwin Tribal Council by-law or resolution, government legislation, and generally accepted financial policies and management practices.

The following signature confirms that the Community Legal Worker acknowledges, understands, and agrees to fulfill the duties and activities outlined in this job description.

Approved By: _____ Date: _____

Accepted By: _____ Date: _____