



**NOKIIWIN**  
TRIBAL COUNCIL

## **POSITION PROFILE – Native Inmate Liaison Officer**

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**Supervisor:** Executive Director

**Hours of work:** Minimum 35 hours per week, Monday to Friday between 8:30 a.m. and 4:30 p.m.

**Salary:** To be determined based on qualifications

### **Summary of Position:**

Under the general direction of the Executive Director, the Native Inmate Liaison Officer will assist inmates serving terms of imprisonment in their successful reintegration into the community by providing culturally relevant programs, services and activities aimed at promoting Aboriginal Healing and Wellness.

**Probationary Period:** Six (6) Months

### **Preferred Qualifications:**

- Demonstrated knowledge of Aboriginal Culture and spirituality
- Demonstrated experience/education in counselling men and women of Aboriginal descent
- Experience in program facilitation and demonstrated teaching skills
- Experience working with First Nations individuals
- Demonstrated knowledge of the principles surrounding care and control of inmates and experience working in a correctional facility.
- Skills in prioritizing tasks, managing time
- Good writing and organizational skills
- Demonstrated working knowledge of computers and associated software
- Related post-secondary degree or diploma

### **Main Duties:**

- Plan, organize and facilitate Native Programs and activities on a regular basis, providing an itinerary of events as requested by the institution.
- Interview all Native inmates upon admission to inform them of programs and services available.
- Complete a NILO Programming Intake form on all offenders, record all client contact information on the NILO client contact sheet and submit monthly statistics on the NILO Statistics Form.
- Attend and participate in meetings at the institution such as staff meetings, case conferences, program committee meetings, temporary absence committee meetings and other meetings as requested.
- Act as a resource to the Parole Board if requested with respect to native programming, cultural and spiritual issues.
- Assist native inmates with the development and verification of Temporary Absence plans for work, education or treatment etc.



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- Act as a liaison between Native clients and staff/community groups. Probation and Parole services, Elders, and Spiritual Teachers., Native community corrections workers and other service providers.
- Assist corrections staff in developing an awareness of the Native Culture by providing training sessions to staff as per request by the institution.
- Facilitate communication between Native inmates, their families, institutional staff and other agencies.
- Assist with the development of discharge plans for Native inmates.
- Prepare and submit regular reports and statistics pertaining to programs, activities and clients to the Superintendent or designate and agency Executive Director as required.

### **Related Duties:**

- Perform other duties as assigned as related to the position;
- Participate in the development of the goals, objectives, policies and procedures of the Nokiiwin Tribal Council.

### **Accountabilities:**

- Accountable to the Board of Directors, Executive Director and member First Nations
- All Nokiiwin Tribal Council Human Resource Policy and Procedures to apply.

### **Working Conditions:**

- Work requires local travel and interaction with First Nations, requiring a valid Driver's License and reliable transportation;
- Work may be subject to unscheduled hours;
- High level sensitivity to First Nation issues.
- Must be able to provide satisfactory CPIC
- Must be willing to take training as required.

### **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 by-law or resolution, government legislation, and generally accepted financial policies and management practices.



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The following signature confirms that the Native Inmate Liaison Officer acknowledges, understands and agrees to fulfill the duties and activities outlined in this position profile:

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

