



# Employment Opportunity

Position: **Community Legal Worker**  
Status: Full-time Contract  
Opening Date: August 25, 2025  
Location: **Netmizaaggamig Nishnaabeg (Pic Mobert)**

Posting Reference #: NTC - 202516  
Contract End Date: March 27, 2026  
Closing Date: September 5, 2025

## Join Nokiiwin Tribal Council

At Nokiiwin Tribal Council, a vibrant and growing non-profit organization, we proudly collaborate with our five member First Nations to drive growth, unity, and prosperity. Guided by respect, understanding, and shared values rooted in the Seven Grandfather Teachings, we are committed to making a meaningful difference across various fields, including governance, finance, access to justice, economic development, community planning, technical services, and education.

## Why Join Us?

Nokiiwin is not just an organization; it's a community where passion meets purpose. We are dedicated to fostering a safe, inclusive workplace where every individual's voice is valued and respected. Our G'minoomaadozimin - "We Are Living Well" initiative underscores our commitment to health, safety, and mutual respect, creating an empowering environment for all.

## Your Impact Starts Here

The Nokiiwin Tribal Council requires an experienced, knowledgeable, motivated, and career-minded **Community Legal Worker supporting individuals residing in Netmizaaggamig Nishnaabeg (Pic Mobert First Nation area)**. Reporting to the Access to Justice Manager, the Community Legal Worker will work in a team centred environment and closely with the Staff Lawyer, Restorative Justice Coordinator, Victim Services Social Worker, 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.

## Key Responsibilities

- Provide information and assistance to clients charged with criminal offenses to facilitate their participation in the criminal justice system and make appropriate referrals.
- Be familiar with the criminal justice system and the role of Legal Aid, duty counsel, criminal defense lawyer, crown attorney, judge, justice of the peace, and other court parties.
- 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 Nokiiwin lawyer 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 (e.g., probation officers, police officers).
- Attending court and Correctional Centre, as needed, and supporting clients throughout court process.
- Instruct clients charged with criminal offences on new court procedures and processes involving digital access and virtual hearings and on use of computer tablets and phones to allow them to participate in hearings and phone meetings.
- 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.
- Ensure community members are aware that the Nokiiwin lawyer/duty counsel is available to provide legal advice.

- Act as point of contact for lawyers, service providers and Nokiiwin staff and facilitate client communication with the above
- 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.
- Maintain accurate confidential records, files, statistics, and reports.

### **Qualifications and Competencies**

- A combination of working experience and Secondary School Graduation Diploma will be considered.
- 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, access reliable transportation and up to date insurance.
- Successful completion of a Level 3 Vulnerable Sector Screening Check.

## **Ideal candidate will reside in Netmizaaggamig Nishnaabeg (Pic Mobert First Nation) or surrounding commuting area.**

This is an exciting opportunity to contribute to the effectiveness of Nokiiwin Tribal Council and support First Nation communities through strong leadership and governance support.

### **Apply Today and Become Part of Our Dynamic Team!**

Interested applicants are **required to apply online at [www.indeed.com](http://www.indeed.com)** by submitting a **single PDF document** that includes their cover letter, resume, and three (3) professional references.

**Deadline:** 4:00 p.m. September 5, 2025

### **Attention: Human Resources, Nokiiwin Tribal Council**

*"We encourage all qualified candidates to apply for this position. Preference will be given to applicants who self-identify as First Nations, Inuit, or Métis, as part of our commitment to supporting Indigenous communities and advancing reconciliation."*

*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 Canada Labour Code and Accessible Canada Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.*