



Nokiiwin
TRIBAL COUNCIL

Employment Opportunity

Position: **Community Legal Worker**

Status: Full-time Contract

Opening Date: August 11, 2026

Location: Nokiiwin Tribal Council

Posting Reference #: NTC-2026-23

Contract End Date: March 31, 2029

Closing Date: August 28, 2026

Hours of Work: 35 hrs/wk

Hourly Rate: Pursuant to current wage grid

Join Nokiiwin Tribal Council as we proudly enter our 20th year of operation! We are a dynamic non-profit organization dedicated to empowering and supporting our member First Nation communities through programs in governance, health and safety, finance, justice, economic development, planning, technical services, and education. Guided by the cultural wisdom of the Seven Sacred Teachings—Love, Bravery, Respect, Honesty, Truth, Wisdom, and Humility—we foster a respectful and inclusive workplace that prioritizes physical, psychological, and cultural safety. Be part of a meaningful journey toward community well-being and unity.

Nokiiwin Tribal Council is seeking a **Community Legal Worker** to support the delivery of our Access to Justice Initiative. Reporting within the Access to Justice Department, the Community Legal Worker serves as a vital resource for community members navigating the criminal justice system. The successful candidate will provide information, referrals, court support, public legal education, and advocacy services while helping strengthen access to justice for First Nation communities

Key Responsibilities:

- Serve as a first point of contact for individuals interacting with the justice system, including Legal Aid Ontario and the courts.
- Assist community members with Legal Aid applications, referrals to legal counsel, routine forms, and justice-related resources.
- Support clients, legal counsel, duty counsel, and justice service providers during advance and court days.
- Maintain accurate and confidential client records, case files, statistics, and reports.
- Identify and facilitate referrals for restorative justice and diversion opportunities.
- Assist clients in navigating virtual court processes and digital access requirements.
- Develop and deliver Public Legal Education (PLE) sessions and resources within member First Nation communities.
- Build and maintain effective partnerships with Indigenous organizations, community leadership, justice agencies, and other stakeholders.
- Prepare monthly reports, court reports, briefings, and other administrative documentation as required.
- Participate in community activities, advisory meetings, training opportunities, and other initiatives that support Nokiiwin's Access to Justice mandate.

Cultural Competency and Awareness

- Demonstrated understanding of First Nations cultures, traditions, histories, and contemporary issues affecting Indigenous communities.
- Commitment to advancing reconciliation through respectful, culturally safe, and trauma-informed service delivery.
- Knowledge of the impacts of colonization, residential schools, intergenerational trauma, systemic barriers, and their relationship to the justice system.
- Ability to build trusting relationships with First Nation community members, leadership, Elders, Knowledge Keepers, and partner organizations.
- Understanding and appreciation of the Seven Sacred Teachings and their application in professional practice and community engagement.
- Experience working with Indigenous peoples, organizations, or communities, preferably in justice, social services, health, education, or community development settings.
- Ability to communicate respectfully and effectively across diverse cultural backgrounds while maintaining confidentiality, professionalism, and cultural humility.
- Willingness to participate in ongoing cultural learning and professional development to strengthen culturally responsive service delivery.

Qualifications and Skills:

- University degree or college diploma in a related field with a minimum of three (3) years of relevant experience.
- Experience working with First Nation organizations, governments, communities, and partner agencies.
- Strong understanding of the criminal justice system and related service providers.
- Excellent interpersonal, communication, public speaking, and relationship-building skills.
- Demonstrated ability to work independently and collaboratively in a team-centered environment.
- Strong organizational, analytical, file management, and problem-solving skills.
- Proficiency with Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint.
- Experience with program planning, implementation, and reporting.
- Ability to maintain strict confidentiality and exercise sound judgment.
- Valid Ontario Driver's Licence and access to reliable transportation.
- Successful completion of a Level 3 Vulnerable Sector Record Check.
- Knowledge of First Nation cultures, traditions, and community priorities is considered a strong asset.

Ready to make a difference?

Apply today and become part of our dynamic team!

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

4:00 PM August 28, 2026

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.

Learn more at www.nokiiwin.com/work

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