

Position: **Community Legal Worker**
Status: Full-time Contract
Opening Date: July 15, 2026
Location: Nokiiwin Tribal Council

Posting Reference #: NTC-2026-17
Hours of Work: 35 hrs/wk
Closing Date: July 31, 2026
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 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 Access Justice team.

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).
- 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 Skills:

- 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 word 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.

Cultural Competency and Indigenous Awareness

- Demonstrated understanding of First Nations cultures, histories, traditions, and contemporary issues affecting Indigenous communities.
- Commitment to working in a culturally safe, respectful, and trauma-informed manner with children, youth, families, and community partners.
- Knowledge of the Truth and Reconciliation Commission's Calls to Action and their application within health, social service, and community-based programs is considered an asset.
- Ability to build and maintain respectful, collaborative relationships with First Nations communities, service providers, and stakeholders.
- Understanding of Jordan's Principle and the importance of equitable access to services for First Nations children and families.
- Appreciation for Indigenous values and worldviews, including the Seven Sacred Teachings of Love, Bravery, Respect, Honesty, Truth, Wisdom, and Humility.
- Ability to maintain confidentiality, demonstrate cultural humility, and adapt services and communications to meet the diverse needs of Indigenous families and communities.

Ideal candidate will reside in Netmizaaggamig Nishnaabeg (Pic Mobert First Nation), Marathon or White River area.

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 Friday July 31, 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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