



# Employment Opportunity

Position: **Native Inmate Liaison Officer (NILO)**  
Status: Full-time Contract  
Opening Date: July 29, 2024  
Location: Thunder Bay District Jail  
Hourly Rate: \$32.96/hr

Posting Reference #: NTC - 202410  
Closing Date: August 9, 2024  
Contract Length: 7 months with possibility of extension

Nokiiwin Tribal Council is a rapidly expanding non-profit organization providing a diverse range of services. Nokiiwin Tribal Council is dedicated to working in unity with our five member First Nations to enhance growth and prosperity in the areas of governance, finance, access to justice, economic development, community planning, technical and education services.

For more information, please visit us at [www.nokiiwin.com](http://www.nokiiwin.com).

The **Native Inmate Liaison Officers (NILO)** will assist Indigenous inmates serving terms of imprisonment at the Thunder Bay District Jail, in their successful reintegration into the community by providing culturally relevant programs, services and activities aimed at promoting Aboriginal Healing and Wellness.

## KEY RESPONSIBILITIES:

- To act as a liaison to facilitate communication between female Indigenous inmates, their families, institutional staff & probation and Parole services, Elders and Spiritual Teachers, Indigenous Community Corrections workers, and other service providers.
- Develop, maintain regular cultural programs and cultural, social, and spiritual activities that focus on positive personal growth.
- To act as a resource with the admission and release of Indigenous inmates.
- Establish active community involvement and participation of volunteers in institution programs.
- Plan, organize and facilitate Indigenous Programs and activities on a regular basis, providing an itinerary of events as requested by the institution.
- Interview all Indigenous inmates upon admission to inform them of programs and services available.
- Complete a NILO Programming Intake form on all inmates, 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 and participate in Indigenous Parole Circle hearings to the Parole Board if requested with respect to Indigenous Programming, support cultural and spiritual issues.
- Assist indigenous inmates with the development and verification of Temporary Absence plans for work, education, or treatment etc.
- Assist corrections staff in developing an awareness of the indigenous culture by providing training sessions to staff as per request by the institution.
- Assist with the development of discharge plans for indigenous inmates.
- Prepare and submit regular reports and statistics pertaining to programs, activities and clients to the Superintendent or designate and agency Manager/Supervisor as required.

## MINIMUM QUALIFICATIONS:

- Post-secondary degree or diploma in social or human services; or relevant accredited training combined with several years of related work experience.
- Demonstrated knowledge of Aboriginal Culture, customs, practices, and spirituality.
- Demonstrated experience/education in counselling men and women of Aboriginal descent.
- Experience in program facilitation and demonstrated teaching skills.
- Demonstrated knowledge of the principles surrounding care and control of inmates and experience working in a correctional facility.
- Skills in prioritizing tasks, managing time. Strong communication skills, oral and written.
- Computer literacy skills are essential. Candidate must demonstrate working knowledge of computers and associated software.
- Use of an automobile, valid driver's license and appropriate insurance are required.
- Successful Completion of a Level 3 Police Vulnerable Sector Check.

Interested applicants can apply online at [www.indeed.com](http://www.indeed.com) by submitting their resume, cover letter and 3 work-related references by:

**4:00 p.m. Friday August 9, 2024**

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

*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.*