

Position: **Restorative Justice Pre Charge
Diversion Liaison**

Status: Full-time Contract

Opening Date: September 1, 2026

Location: Nokiiwin Tribal Council

Posting Reference #: NTC-2026-27

Contract End Date: March 31, 2029

Closing Date: September 18, 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.

Reporting to the Access to Justice Manager, Nokiiwin Tribal Council is seeking a highly motivated and community-focused individual to serve as the **Restorative Justice Pre-Charge Diversion Liaison**. In this role, the successful candidate will act as the central point of coordination between Indigenous Restorative Justice Programs and partners, including the Thunder Bay Indigenous Friendship Centre, Nishnawbe-Aski Legal Services Corporation, Fort William First Nation, local police services, and Direct Accountability. The Liaison will facilitate and support police referrals for Indigenous individuals residing in the City of Thunder Bay, promote culturally appropriate diversion opportunities, strengthen community and justice-sector partnerships, support program development, and advance Indigenous-led restorative justice approaches that provide meaningful alternatives to the criminal justice system.

Key Responsibilities:

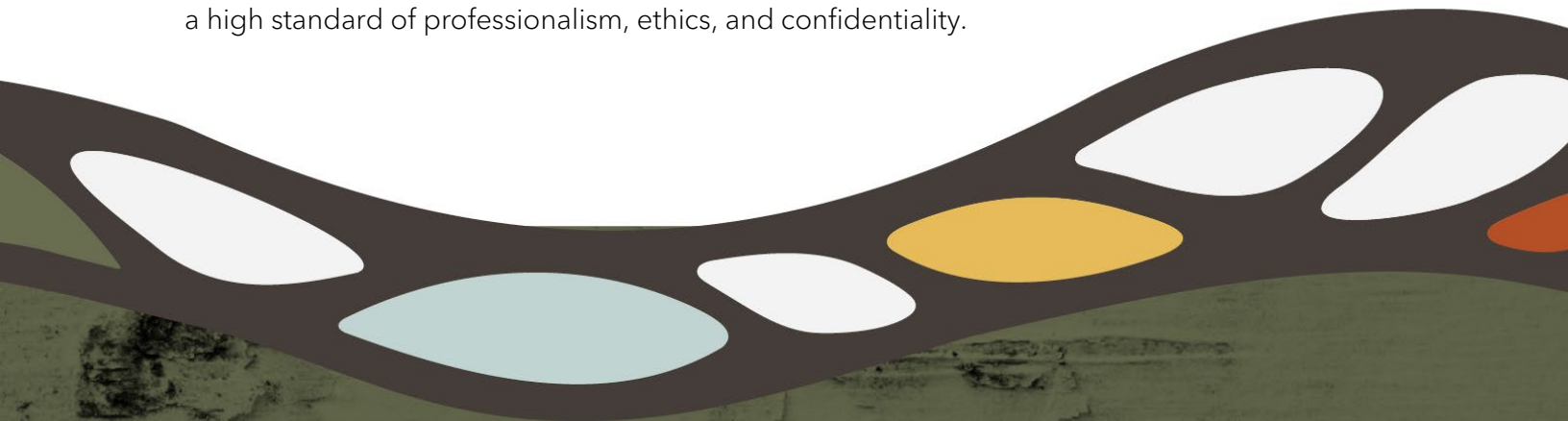
- Collaborate with Indigenous Restorative Justice Programs, local police services, Direct Accountability, and other justice partners to support the effective implementation of Indigenous pre-charge diversion initiatives.
- Act as the primary liaison between police services and Indigenous Restorative Justice Programs, facilitating timely referrals and ensuring continuity throughout the diversion process.
- Develop, implement, and maintain Memorandums of Understanding (MOUs), protocols, referral processes, consent forms, and data management tools to support program delivery and accountability.
- Coordinate and monitor referrals from police services to Indigenous Restorative Justice Programs, ensuring accurate file management, documentation, and reporting.
- Conduct intake interviews and initial assessments with referred individuals to determine eligibility and facilitate appropriate referrals to restorative justice programming.
- Maintain accurate, confidential, and comprehensive client records, case files, statistics, and reports in accordance with organizational policies and privacy requirements.
- Build and sustain positive working relationships with Indigenous communities, Elders, Knowledge Keepers, police services, justice agencies, and community organizations to strengthen collaborative service delivery.
- Develop and deliver training, educational materials, and awareness initiatives related to restorative justice, Indigenous justice approaches, and pre-charge diversion processes.
- Promote understanding and utilization of restorative justice programs through presentations, outreach activities, stakeholder meetings, and community engagement initiatives.
- Monitor program outcomes and provide regular updates, reports, and recommendations to management, police services, and partner organizations regarding program effectiveness and diversion activities.
- Support the development of culturally responsive and trauma-informed practices that promote healing, accountability, and community-based alternatives within the justice system.
- Participate in advisory committees, working groups, professional development opportunities, and community initiatives that support Indigenous access to justice and reconciliation efforts.

Cultural Competency and Awareness

- Demonstrated understanding of First Nations cultures, traditions, values, and community priorities, with the ability to incorporate culturally respectful approaches into service delivery and program development.
- Knowledge of the impacts of colonization, residential schools, intergenerational trauma, and systemic barriers, particularly as they relate to Indigenous peoples' experiences within the justice system.
- Ability to build and maintain respectful, trusting relationships with First Nation community members, Elders, Knowledge Keepers, leadership, and community partners through culturally safe and trauma-informed practices.
- Commitment to advancing reconciliation by promoting Indigenous-led restorative justice approaches that support healing, accountability, and community well-being.
- Demonstrated cultural humility and willingness to engage in ongoing cultural learning, professional development, and self-reflection to strengthen culturally responsive services and collaborative partnerships.

Qualifications and Skills:

- University degree or college diploma in Justice Studies, Criminology, Social Work, Indigenous Studies, Community Development, Public Administration, or a related field, combined with a minimum of three (3) years of relevant experience in justice, community-based programming, Indigenous services, or a related sector.
- Demonstrated experience working with First Nation organizations, First Nation governments, Indigenous communities, police services, justice-sector partners, and other levels of government. A strong understanding of Indigenous cultures, traditions, community priorities, and restorative justice principles is essential.
- Knowledge of the criminal justice system, diversion programs, restorative justice practices, and the impacts of colonization, intergenerational trauma, and systemic barriers affecting Indigenous peoples.
- Proven ability to establish and maintain collaborative relationships with community partners, police services, Elders, Knowledge Keepers, service providers, and other stakeholders through effective communication, facilitation, negotiation, and relationship-building skills.
- Demonstrated experience in program planning, development, implementation, coordination, monitoring, and reporting, including the development of policies, protocols, Memorandums of Understanding (MOUs), and operational procedures.
- Strong oral and written communication skills, including experience delivering presentations, facilitating training sessions, conducting community outreach, and preparing reports and briefing materials.
- Advanced proficiency with Microsoft Office applications, including Word, Excel, Outlook, PowerPoint, and database or case management systems, with the ability to maintain accurate records and statistical reporting.
- Excellent organizational, time management, problem-solving, analytical, and file management skills, with the ability to manage multiple priorities while maintaining a high degree of accuracy and confidentiality.
- Ability to work independently with minimal supervision while also contributing effectively within a collaborative, team-oriented environment.
- Knowledge and understanding of local First Nation communities within the Nokiiwin Tribal Council service area are considered strong assets.
- Valid Ontario Class G Driver's Licence, access to reliable transportation, and willingness to travel throughout the service area as required.
- Successful completion of a Level 3 Vulnerable Sector Police Record Check and the ability to maintain a high standard of professionalism, ethics, and confidentiality.



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 September 18, 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.

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