**PRINCE GEORGE URBAN ABORIGINAL JUSTICE SOCIETY**

**JOB DESCRIPTION**

**“Aboriginal Wellness Reintegration Program”**

**Institution Reintegration Worker (I.R.W.)**

**Department**: Adult Justice **Position:** Institution Reintegration Worker (I.R.W.)

**Reports to:**  Adult Justice Team Lead **Position Type:** Full Time/Permanent

**Wage Rate:** $27.00 per hour **Hours of Work**: 35 per week

**PROGRAMMING made possible by Public Safety Canada**

### OBJECTIVE

(1) To address the over-representation of Indigenous people in the Canadian Justice System

(2) Provide reintegration support to adult Indigenous offenders by assisting in the

creation of release plans

### JOB SUMMARY

* Works with the Adult Team Lead to gain day-to-day support and direction in formulating release plans
* Works in collaboration with theCommunity Reintegration workerand theAboriginal Liaison Worker within PGRCC, supporting and actively facilitating client programming as required.
* Provide direct support to inmates incarcerated at PGRCC via one to one interviews
* Refer inmates to the Community Reintegration Worker who will provide support in meeting the conditions of their release upon release

**EDUCATION AND / OR EXPERIENCE**

* A related degree with proven experience working with clients in the social and – or justice field preferred; or a mature individual with a combination of education and experience.
* The successful applicant will have sound judgement, good communication skills, and practical knowledge pertaining to the history of Indigenous people and colonization.

**COMPETENCIES**

* Cultural Knowledge and direct experiences with Indigenous practises
* Strong written and computer skills required for reporting and tracking of clients
* Strong communication and conflict resolution skills: able to deal with difficult situations
* Able to work within a stressful, changing environment. IE: PGRCC
* Time Management; Able to prioritize, meet deadlines, and work well under pressure
* Creative and Innovative thinking: Strong problem solving abilities
* Accountability and Dependability; Committed to organization goals and objectives
* Decision Making and Judgement: Critical thinking and problem solving
* Ethics and Integrity: Demonstrating confidentiality, respect, and honesty in the workplace
* Ability to work efficiently in a team as well as independently
* Willing attitude and ability to accept direction and critical feedback from supervisor
* Strong interviewing skills

**CLIENT SPECIFIC**

**Job Duties**

* Supporting both male and female clients post release; helping them to identify a strong release plan that would support a smooth transition from prison to community living
* Creating and maintaining professional relationship with a variety of community and government organizations / representatives
* Collaboration with the Team Lead, CRW, and the PGRCC team
* Informing the offender of provisions that will address his or her release plans necessary to overcome systemic barriers: safe housing; employment and educational needs; seasonal clothing; access to healthy foods; access to health care professionals; identification and essential document procurement (I.D. card, drivers’ license, Health Care card, Status Card, Social Insurance, etc.); addictions treatment and/or support; knowledge of and access to transportation

**Case Management & Community Support**

* Provide client feedback to the Team Lead, and the CRW, regarding client involvement with community resources and programs (Indigenous Court Healing Plans, Correctional Release Plans) to promote positive client outcome
* Be a client advocate for services and community resource options

**RELATIONSHIP BUILDING AND MAINTENANCE**

1. **Prince George Regional Correction Centre**

* The IRW will work closely with the Team Lead, and the ALW to meet the institution’sprotocol and security measures in the delivery of Reintegration programming
* Collaborate with the Team Lead, ALW, and CRW on special Indigenous projects as required. IE: Indigenous Day, Information Fairs, or other celebrations as identified

1. **Indigenous Court Program – Criminal Court**

As required, on a month to month basis based on need

1. **First Nation Justice Council**

* The FNJC and UAJS have signed a MOU to address the needs of Indigenous people involved with the justice system. The FNJC will have a staff lawyer available to support the PGRCC clients in need of legal directives. The IRW will be required to collaborate with the lawyer when remand clients are being offered services that require reintegration support.

**REPORTING**

**Reintegration Case Meeting**

* Attends the weekly program meeting with the Team Lead, and the CRW to discuss efficiencies and / or recommend how program and / or role can be better utilized

**Written Requirements**

* Month end summary and statistical report due the first Friday following each month end
* Compile quarterly & annual program reports for approval of Team Lead – Executive Director
* Compile annual statistical data report
* Support the year end evaluation process

**MANDATORY REQUIREMENTS**

* Criminal record check clearance, annually
* PGRCC clearance annually
* Orientation to PGRCC security procedures
* Privacy Training
* Driver’s License, vehicle, and insurance coverage

**CERTIFICATION:**

I have read and fully understand my job duties and will carry them out to the best of my abilities. As an employee of the Prince George Urban Aboriginal Justice Society, I will act in a professional and courteous manner at all times while I am representing this Society.

I have been made aware my continued and ongoing employment with PGUAJS is dependent upon positive performance, and positive performance reviews.