**JOB TITLE: INDIGENOUS JUSTICE WORKER**

Reports directly to the Executive Director or designate in the performance of responsibilities and duties.

**COMPETENCIES:**

* Quality Orientation; Strong attention to detail in all areas of work
* Time Management; Able to meet deadlines and work under pressure
* Continual learning; Ability to adapt and learn new skills
* Accountability and Dependability; Committed to organization goals and objectives
* Decision Making and Judgement; Critical thinking required with youth and adult client group

### Operating Equipment; knowledge of MS Office (Excel, Word, Power Point), Photocopier, Computers, is an asset.

* Ethics and Integrity; Demonstrating confidentiality and honesty in the workplace
* Planning and Organization; Ability to prioritize
* Ability to work efficiently as a team as well as independently
* Strong writing abilities; Reports, planned projects and proposal support, as required
* Reasoning, Creative and Innovative thinking when solving complex social / justice issues

### REQUIREMENTS:

### Degree in Social Work, Criminology, or Health Sciences with one year experience working with complex clients or Combination of related education and experience

* Continual learning; self- directed or at recommendation of Executive Director
* Facilitation skills mandatory requirement
* Conflict resolution skills preferred with strong communication skills

**PROGRAM COMPREHENSION**

* Demonstrated ability to assume responsibility to read, comprehend, and apply all obligations of contracts to the day to day service delivery with clients

**COMMUNITY COLLABORATION**

* Demonstrate ability to develop and maintain professional relationships with referring agents
* Demonstrate ability to develop and maintain professional relationships with community partners
* Demonstrate ability to develop and maintain professional relationships with community at large

**CLIENT SERVICES**

* Demonstrate ability to develop and maintain professional relationships with clients
* Provide drop-in support in crisis situation
* Treat all clients in a friendly, and courteous fashion

**CASE MANAGEMENT RESPONSIBILITIES**

The **Justice Worker** is responsible for coordinating youth and adult services and will:

* Review all referrals with supervisor to assume case – client responsibility
* Open and close client file(s); ensuring all documentation are compiled and organized
* Organize and facilitate Restorative Justice Circles; accessing volunteers, and applicable community members
* Track client’s progress with individualized Healing Plan
* Report to court or other legal entities the status of client healing plans
* Assess client needs; make appropriate referrals to community supports
* Plan and facilitate client services
* Be an advocate for services and community resource options
* Provide legal, referring agent with progress updates; both verbal and written
* Initiate and facilitate case conference to promote positive outcomes
* Organize and facilitate Feasts honoring completion of Healing Plan
* Prepare written, annual work plan using a developed Logic Model

**OTHER**

The employee will

* Have a vehicle with current driver’s license and insurance
* Produce an annual criminal record check that is free of charges

**REPORTS**

* Compile six month and year end program reports based on the Work Plan / Logic Model
* Compile month end / annual statistical data report reflecting number of youth / adults on

caseload supported with a program report detailing activities

* Prepare an annual report, compiling data from monthly reports

**MISCELLANEOUS DUTIES**

* Assist in maintaining a work safe office environment
* Other related duties as requested by Executive Director

**HOURS OF WORK** are from 8:30am to 4:30pm, Monday to Friday.

**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 PGUAJS, I will act in a professional and courteous manner at all times while I represent the Society.

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Employee Date

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Executive Director Date