

Madelaine Kioke
95 Pine Street North
Timmins Ontario P4N6K8

January 28 2020

HumanResources
Nishnawbe Aski Legal Services
1805 Arthur Street East
Thunder Bay, Ontario P7E2R6

Attached is my resume for your perusal in application for the position of Community Legal Worker for Nishnawbe Aski Legal Services in Timmins.

My contract does not end until March 31, 2022 for the position I am in right now but I am interested in obtaining permanent employment as a Community Legal Worker. I have experience in community legal work and I have training for many aspects of the job and also have numerous years experience in the courtroom.

I can be available for an interview at your convenience and looking forward to a positive response to this application. I can be reached by telephone at 705/274-8511 or by email at kiokemadelaine@yahoo.ca

Yours sincerely,



Madelaine Kioke

RESUME

MADELAINE KIOKE
kiokemadelaine@yahoo.ca

PROFESSIONAL SKILLS

Accredited Interpreter/Translator, Accredited VCARS Volunteer,
Certified SMART Fitness Instructor, Cree Language Instructor
Case Management, Crisis Intervention, Cultural and Traditional Support

EMPLOYMENT HISTORY

Community Legal Worker

Nishnawbe Aski Legal Services, Timmins

September 20, 2021 – December 20, 2021:

December 21, 2021 – March 31, 2022: Duties: Assisting clients with legal aid applications, ensuring clients have access to legal counsel; assisting counsel with clients and information; referrals to duty counsel, other Nanlegal programs; victims to victim programs; assist other programs as needed

Community Legal Worker

Nishnawbe Aski Legal Services, Timmins

2019-2020: Duties: Assisting clients with legal aid applications, ensuring clients have access to legal counsel; assisting counsel with clients and information; referrals to duty counsel, other Nanlegal programs; victims to victim programs; assist other programs as needed.

Counsellor/Support Worker

Ontario Native Women's Association, Timmins

2013 -2017: Duties: Used the seven grandfather teachings to help clients deal with issues that affect their lives. Ensure that clients have access to resources available within the community. Develop plans and resources to assist clients in need with cultural awareness. Case management, advocacy, crisis intervention.

Community Legal Worker

Nishnawbe Aski Legal Services, Moose Factory

2009-2010: Duties: Assisting clients with legal aid applications, ensuring clients have access to legal counsel; assisting counsel with clients and information; referrals to duty counsel, other Nanlegal programs; victims to victim programs; assist other programs as needed.

RESUME OF MADELAINE KIOKE

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Counsellor/Support Worker

Wahgoshig First Nation, Matheson

2003 - 2006: Duties: Provide cultural and traditional support to residential school survivors and families; develop work plans with community priorities; conduct community assessments to determine area of growth; work collaboratively with other service providers to establish a local support network.

Interpreter/Translator

Multi-Languages Corporation, Toronto

Ministry of the Attorney General, Ontario Region

1993-1997; 2002-2013; 2017-2019: Duties: In between contractual assignments, I provide interpreting services in the Cree Language to the courts, lawyers, other legal professionals, individuals and other agencies.

Cree Language Teacher

2017-2018: Cree Language/Culture Teacher, Ministik Public School

1999 – 2012: Cree Language Instructor, Northern College, Porcupine Campus

1998–1999: District School Board Ontario Northeast, Cochrane

1997 – 1998: Bishop Belleau Separate School, Moosonee

Duties: Provide classroom instruction for elementary and secondary school levels according to Ministry of Education guidelines; substitute for other teaching staff when required.

Board Clerk/Acting Business Administrator

Moosonee Roman Catholic Separate School Board

1990-1993: Provide support to the board office and board of trustees, recruitment; performance appraisals and evaluations;; negotiations on collective agreements; representative, facilitator, technical support, spokesperson for the board of trustees on forums and meetings.

Business Manager/Field Coordinator

James Bay Tourist Outfitters Ltd. (Self-employment)

1979-1990: Duties: booking agent for various tourist outfitters in the James Bay area, promotion, marketing plans, arranging travel for clients, representative at sportsmen's shows and other marketing activities, acting as representative for conferences with government.

EDUCATION/TRAINING BACKGROUND

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**Mental Health First Aid
Ininew Friendship Center 2019**

**Non-Violent Crisis Intervention
CPI Certification - Ontario - 2018**

**Grief/Bereavement Counseling Training
Horizons-Timmins Palliative Care Inc. - 2016**

**Train the Trainer Certificate
Middleton-Moz Institute
ONWA 2015**

**Business Management Studies
Northern College Of Applied & Technology, Timmins, 1994**

**Court Interpretation/Translation Training & Accreditation
Ministry of the Attorney General, Ottawa, 1994**

**Secretarial Science Program
Northern College of Applied & Technology, Moosonee
James Bay Education Centre, Moosonee 1974**



Nishnawbe-Aski Legal Services Corporation

Employment Opportunity

Timmins

Nishnawbe-Aski Legal Services Corporation is presently recruiting a
Community Legal Worker

The Nishnawbe-Aski Legal Services Corporation provides legal, paralegal, and law-related services including public legal education to the members of the First Nations of Nishnawbe-Aski Nation (NAN). The Corporation also functions as an Area Office of Legal Aid Ontario (LAO).

The CLW is a crucial member of the NALSC team. S/he will work with justice personnel and the community to improve access to justice and assist clients and their families in various legal matters. S/he will play a central role in the development and delivery of public legal education and assist in promoting and coordinating NALSC restorative justice programs in the community.

Qualifications:

- completion of Secondary School
- willing to learn the various aspects of the legal system including Restorative Justice alternatives
- understands need for confidentiality
- able to work with minimal supervision
- satisfactory written and oral communications skills including computer skills
- ability to speak the Oji Cree language preferred
- willingness to communicate with others about law-related and traditional issues
- must be willing and able to travel

Benefits:

- 6% pension matching
- 100% employer paid health benefits
- 3 weeks paid vacation after your first year

For a full Job Description please visit <https://nanlegal.on.ca/jobs/>

Location: Timmins, ON

Salary: In accordance with established pay grid and commensurate with education/experience

Position: Full-time, 35 hours per week

Closing Date: January 29, 2022

Please send cover letter, resume and 3 references to:

Human Resources, Nishnawbe-Aski Legal Services Corporation,
1805 Arthur St E, Thunder Bay, ON, P7E 2R6

Tel: 1-800-465-5581

Fax: 807-622-3024

Email: hr@nanlegal.on.ca

NALSC invites applications from qualified members of NAN. Please indicate in your cover letter how you meet the criteria for the position and whether you are a NAN member. We thank all candidates for their interest; however, only those selected for an interview will be contacted.

Nishnawbe-Aski Legal Services Corporation welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

For more information, please visit our website: www.nanlegal.on.ca