



Nishnawbe-Aski Legal Services Corporation

YOUTH INTERVENTION WORKER

Job Description

Title: Youth Intervention Worker

Dept.: Restorative Justice

Reports to: RJ Manager

JD #: RJ 0006

Approved:

REVIEWED: January 25, 2021

Summary

Nishnawbe-Aski Legal Services Corporation (NALSC) is a unique legal services office that provides legal, paralegal and law-related services to the members of Nishnawbe-Aski Nation (NAN).

Under the Community Youth Intervention Initiative, a project funded by the Ministry of Children and Youth Services, the Youth Intervention Worker (YIW) will be responsible for delivering and reporting on the implementation and progress of the initiative in the target communities funded under the project.

The Youth Intervention Worker will play an important role in developing the local program and assisting young persons integrate into the community in a positive and meaningful way. To facilitate this process, the YIW will assist in the development of plans for special activities, individualized work placements and/or restitution activities and will monitor and supervise these plans towards their successful completion. The Youth Intervention Worker will meet regularly with the probation manager and other relevant stakeholders to discuss individual client cases, develop community supervision plans and to evaluate progress of clients and the overall initiative.

Core Competencies:

- Excellent Oral Communication Skills
- Have a genuine interest in seeing Youth develop and succeed.
- Assertiveness
- Excellent Writing Skills
- Computer Proficiency Required
- High Degree of Professionalism & Discretion
- Organized
- Punctual
- Needs little supervision
- Self-Starter, Self-Motivated
- Ability to communicate in Ojibway language an asset.

Job Duties

- Attend Restorative Justice Circles as a resource person or facilitate Restorative Justice Circles when needed.
- To assist in the development of plans for special activities, individualized work placements and/or restitution activities in meetings with the case manager, and other relevant stakeholders.
- To monitor and supervise these plans towards their successful completion.
- To encourage the use of Restorative Justice alternatives wherever possible.
- To provide positive preventative activities each month to the Youth.
- Ensure that all clients report according to the terms of their orders.
- Follow-up on any counseling or referrals required as per supervision plans, deferred custody orders, and report progress to the case manager.
- Report any violations of terms, conditions or requirements of probation or other orders of agreements to the case manager within 48 hours.
- Report any significant changes/crisis events which impact the young person, family, or community as a whole within 48 hours.
- Maintain individual files and records via NALSC Database of all client's case activity and forward to the case manager upon completion.
- Monitor the conditions of community supervision orders and maintain regular contact with all youth completing community service hours and work with the youth to deal with any problems that may arise such as transportation (provide when needed) and change of placement if needed.
- Identify any areas of concern, or non-compliance with program participation to the individual youth's supervising Probation Officer immediately.
- The worker will be required to facilitate the HUB programming and community presentations when asked
- If the Youth Justice worker is unavailable to attend court for any reason the YI is to attend and speak on client matters and give updates
- Shibogama communities - The YI is now going to be responsible for and RJ matters that come out of Kingfisher Lake. Also to assist or take over any pre-charge referrals that may come from the OPP in Big Trout Lake and Wapekeka.
- Perform other related duties as required in furtherance of the mandate of this initiative and/or the Corporation.

Requirements

- The Youth Intervention Worker should have a post secondary diploma or degree in law, advocacy, paralegal, social work, mental health or related area of study or work experience.
- The Youth Intervention Worker will work closely with and seek direction from the Restorative Justice Coordinator and the Probation Case Manager and/or Officer.

Reporting

- The Youth Intervention Worker is responsible to the Restorative Justice Coordinator, Probation Case Manager/Officer for day to day activities and to the Executive Director for overall work performance. The Youth Intervention Worker will work closely with and seek direction from the Restorative Justice Coordinator and the Probation Case Manager and/or Officer.

Meetings, Training and Outreach

- Attend all meetings, telephone and video conferences, committees, as directed.
- Attend professional development, training, workshops, education, as directed.
- Develop positive relationships with justice providers, defense counsel, police authorities, community leadership, duty counsel, crown attorneys, probation, parole and more. Keep program coordinator, supervisor, manager, or director apprised.

File maintenance

- Ensure all paper and electronic files are maintained up-to-date.
- Follow directives, guidelines, and policies for records management and file keeping policies.

Additional Duties and Responsibilities

- Complete all additional responsibilities and duties as assigned.
- Other duties as assigned.
-

Added July 11, 2022

1. Take on the responsibilities of Restorative Justice Facilitator for the Community of Fort Albany – Take referrals, facilitate circles, complete all follow up work, Update database and attend Fort Albany Court. Attend Fort Albany Court to address any matters of RJ, give any updates on RJ and collect any referrals for RJ.
2. Attend each Kashechewan Court to address any matters of RJ, give any updates on RJ and collect any referrals for RJ.

SALARY RANGE

Pursuant to current wage grid.

Colette Shwetz

From: Chantelle Johnson
Sent: July 8, 2022 11:16 AM
To: Colette Shwetz; Tara Thompson
Subject: Fwd: Troy Williams updated duties

Chantelle Johnson, Restorative Justice Manager
For the Restorative Justice, Youth Justice, By Law, Sexual Assault & Domestic Violence Restorative Justice, Youth Intervention, Guns & Gangs Initiative, and the Community HUB Programs

Nishnawbe-Aski Legal Services Corporation
1805 East Arthur Street, Unit 1
Thunder Bay, Ontario. P7E 2R6

Phone: (807) 766-7081
Cell: (807) 252-3934
Fax: (807) 622-3024
Email: cjohnson@nanlegal.on.ca

From: Irene Linklater <llinklater@nanlegal.on.ca>
Sent: Wednesday, July 6, 2022 9:00:15 AM
To: Chantelle Johnson <cjohnson@nanlegal.on.ca>
Cc: Colette Shwetz <cshwetz@nanlegal.on.ca>; Tara Thompson <tthompson@nanlegal.on.ca>
Subject: RE: Troy Williams updated duties

Aniin Chantelle

I have reviewed and approve. Continuity and consistent coverage at Kashechwan Court is essential due to higher court docket and for community based staffing.
This will require an additional duties section to his JD and a letter from HR.

However this may not be in time for this pay period.

Miigwetch
Irene

From: Chantelle Johnson <cjohnson@nanlegal.on.ca>
Sent: July 5, 2022 4:15 PM
To: Irene Linklater <llinklater@nanlegal.on.ca>
Cc: Colette Shwetz <cshwetz@nanlegal.on.ca>; Tara Thompson <tthompson@nanlegal.on.ca>
Subject: Troy Williams updated duties

Good Afternoon Irene,

Since Mary Spencer has moved to part time and is only going to do Restorative Justice for Kashechewan we require someone to cover Kashechewan Court and to complete RJ for Fort Albany.

Troy Williams has been trained by senior staff to facilitate RJ circles. Troy agreed to move from being only a Youth Intervention worker to also taking on the new responsibilities of being the RJ worker for Fort Albany and permanently covering the court attendance for Kashechewan. This way we now have proper coverage on the James bay coast.

Troy is currently at 47500.00 annually I would like to move him to 50,500.00 annually to take on these new responsibilities. I would like to take this from the current MCYS budget.

Clarification of Duties on top of the current duties of a Youth Intervention Worker.

1. Troy will now take on the responsibilities of Restorative Justices Facilitator for the Community of Fort Albany – Take referrals, facilitate circles, complete all follow up work, Update database and attend Fort Albany Court. Attend Fort Albany Court to address any matters of RJ, give any updates on RJ and collect any referrals for RJ.
2. Troy will be attend each Kashechewan Court to address any matters of RJ, give any updates on RJ and collect any referrals for RJ.

I would like for this to start effective Monday July 4, 2022 for the new pay period.

Please let me know if this is approved

Thank you

Chantelle M. Johnson

“Maa - mii - nah - chi - ke – win”

Restorative Justice Manager

For the Restorative Justice, Youth Justice, By-Law, Sexual Assault & Domestic Violence Restorative Justice, Youth Intervention, Guns & Gangs Intervention, and the Community HUB Programs

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Fax: (807) 622-3024

E-Mail: cjohnson@nanlegal.on.ca

Colette Shwetz

From: Irene Linklater
Sent: July 11, 2022 12:31 PM
To: Colette Shwetz
Subject: Re: Troy Williams updated duties

Aniin Colette

Yes approved.

Miigwetch
Irene

Get [Outlook for iOS](#)

From: Colette Shwetz <cshwetz@nanlegal.on.ca>
Sent: Monday, July 11, 2022 10:10:06 AM
To: Irene Linklater <llinklater@nanlegal.on.ca>
Subject: FW: Troy Williams updated duties

Hi Irene,

I have reviewed Chantelle's request and noticed that Troy's current salary is not \$47,500 - it is \$49,000. I called Chantelle to advise and she would like to move Troy's annual salary up to **\$51,000** instead of \$50,500.

Can you please let me know if you approve amending Troy's salary increase to **\$51,000** instead.

Thanks,

Colette Shwetz
HR Manager



Nishnawbe-Aski Legal Services Corporation

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Chantelle M. Johnson

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