



Nishnawbe-Aski Legal Services Corporation

GLADUE MANAGER

Job Description

Title: Gladue Manager

Dept.: Gladue

Reports to: Executive Director

JD #: Gladue 0001

Approved:

REVIEWED: August 30, 2022

Summary

The Gladue Manager will be responsible for overseeing the day-to-day operations of the Gladue Program. The Gladue Manager ensures all NALSC policies and procedures are applied with respect to managing staff. The Gladue Manager will accept, assess, and determine when and if a report can be completed. Assign to the appropriate Gladue Writer and Gladue Aftercare Worker and follow up with the courts, defense counsel and the crown where there are any difficulties in completing reports.

Core Competencies:

- **Legal:** Thorough Knowledge of R. v. Gladue, Gladue principles and the judicial/court process. Support and implement Gladue principles throughout the justice and Indigenous communities.
- **Written and oral communications:** active listener, clear and succinct communicator in oral and written forms, confidence in partnership building and nurturing relations with NAN member First Nations served, justice system entities, community partners, government agencies and funders.
- **Conflict management:** ability to mediate and resolve conflicts and disagreements, knowledge and understanding of fairness and due diligence.
- **Finance:** experience and knowledge of funding applications and the financial process, balancing budget and performance measures for financial success.
- **Human Resources:** familiar with navigating HR policies and procedures and Health & Safety standards.
- **Anishnawbe language:** Fluency in Anishnawbe language is an asset.

Job Duties

- The Gladue Manager will be responsible for the day-to-day duties and responsibilities of running the program and ensuring the wellbeing of all workers under their direction.
- Supervise the work of Gladue staff and assess performance reviews as per NALSC policy and procedures

- Monitor matters pertaining to staff leaves, schedule, attendance for the purpose of planning and functioning of services.
- Collect all pertinent forms and request as requested by HR and Finance Department
- Ensuring the Gladue Writers and Case Workers are all provided with updated information regularly with relation to courts, and the expectations of the Gladue Manager based on their work plans.
- Review NALSC/GLADUE budget with Management to support and plan yearly budgeting
- Organize and chair bi-monthly meetings/conference calls of the Gladue Program.
- Prepare reports and updates to the Executive Director when and as required.
- Purchase supplies for staff with relation to the office and workspaces.

Requirements

- Preferred Community College diploma, University degree or equivalent in Social Services and/or a minimum of 5 years work in a social or justice services environment.
- Thorough Knowledge of Gladue Reports, the judicial system, Criminal Code, and other related federal and provincial statutes, and related court decisions regarding Aboriginal persons.
- Knowledge of Aboriginal culture and experience working with Aboriginal persons; understanding of the northern cultural environment; knowledge of an Aboriginal language(s) will be considered an asset.
- Experience in program delivery and administration.
- Ability to work flexible hours, including evenings and/or weekends.
- A clear criminal reference check (CPIC) and Vulnerable Sector Clearance will be a condition of employment
- Must have a valid Ontario driver's license and/or reliable transportation.

Reporting

- Is accountable to the Director of Legal Services, for overall work performance, assignments, and deadlines.

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 Temporary Duties (Ending March 31, 2023)

- Negotiation with MAG- IJD for continuation of funding through NAN LEGAL funding agreement.
 - Negotiation and review with Executive Director for a LEASE at a new building with CDSSAB. (Transition period of September 1, 2022, to March 31, 2023.)
 - Identifying requirements for establishing TBB e.g., Insurance etc.
 - Start-Up costs – arranging for utilities, approve purchasing furnishings etc.
 - Administration Oversight, seek to establish with MTC a volunteer oversight committee w
 - Travel to Timmins for meetings with CDSSAB, TBB Staff, Mushkegowuk Tribal Council, as operationally necessary
 - Meetings and presentations to MTC for transition planning - by Audio/Zoom to limit travel costs
 - Assisting HR in development of Job Descriptions for Manager and Workers for 24/7 Staffing Shift/Schedules
 - HR Committee for Hiring of Manager for Timmins Bail Bed (TBB).
 - Hiring of TBB staff.
 - Budget Management
 - Briefing updates provided for NAN LEGAL Board of Directors
 - Reports prepared for Funder Reports
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- Act as a contact person for operational issues to ensure accuracy and consistency with administrative support.
- Provide advice and support in respect of development and delivery of training for staff for overview of the judicial process; and around Section 515 of the Criminal Code for bail procedures and release conditions.
- Ensure the Indigenous Bail Bed Program (IBBP) works in collaboration with the Community Release & Reintegration Program (CRRP).
- Assist with arranging meetings with CDSSAB and IBBP for the process of Ontario Works assistance payment programs with IBBP clients.
- Other duties as assigned.

SALARY RANGE

Pursuant to current wage grid.