

# Nishnawbe-Aski Legal Services Corporation

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September 20, 2021

ORIGINAL

Catherine Gull  
Indigenous Bail Verification Coordinator  
C/o Nishnawbe-Aski Legal Services Corporation  
Timmins, ON

**Private and Confidential**

Dear Catherine:

We are pleased to inform you that you will be receiving a temporary annual salary increase of \$10,200 as per NALSC policy for assuming additional duties in the Indigenous Bail Verification (IBVP) and Community Release and Reintegration (CRRP). This is a temporary salary increase and is pro-rated to the length of term of your additional duties. These additional duties are outlined in your Indigenous Bail Verification Coordinator job description as "Temporary Duties" (attached) and are effective Sept 27, 2021.

Once the IBVP/CRRW program manger returns from leave, you will resume your regular duties as outlined in your job description and your annual salary will be re-adjusted to \$51,000.

Catherine, thank you for all your hard work and additional support. If you have any questions, please contact your manager to discuss.

Thanks,



Colette Shwetz  
HR Manager

Cc: Finance Department

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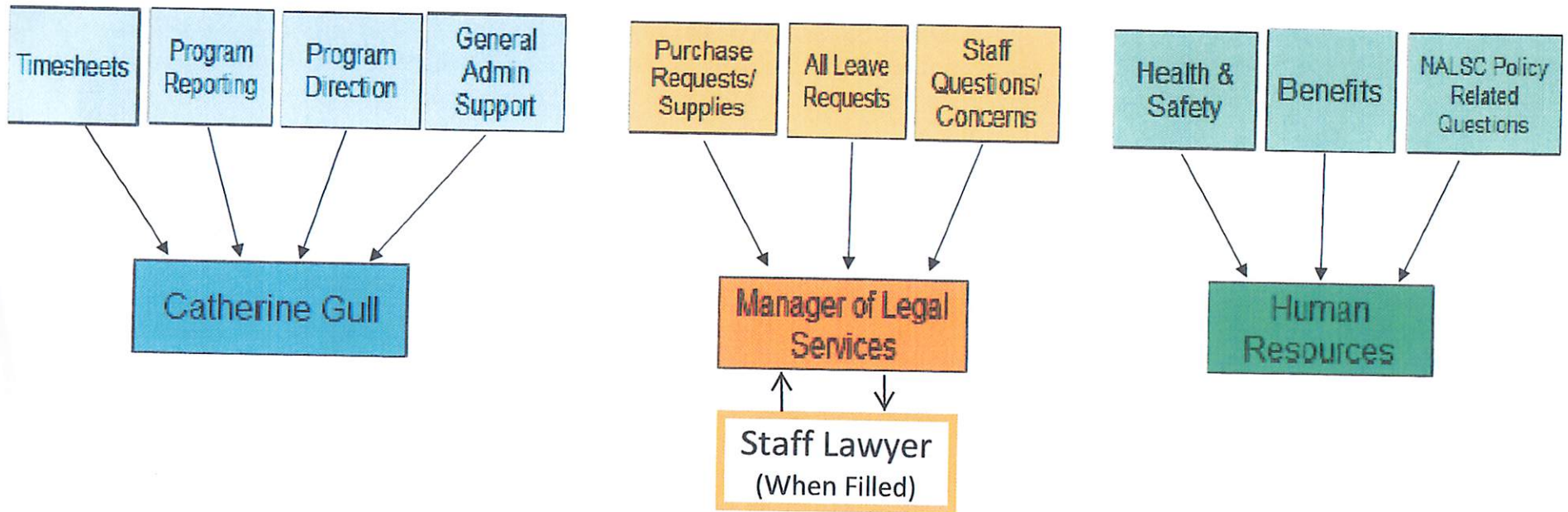
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**Head Office:**

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## Transition Process Map - Indigenous Bail Verification & Release and Reintegration Programs





Nishnawbe-Aski Legal Services Corporation  
Employment Opportunity

**Indigenous Bail Coordinator**

This is a full-time position at 35 hours per week. This position is responsible for creating release plans, supervising bail court orders, enforcing release conditions, and providing support to clients in a culturally-based approach.

**Qualifications:**

- Two years work experience in a social or justice services environment and/or post-secondary education in social services, law, politics, or Indigenous studies.
- Proven ability to work with individuals from the community.
- Knowledge of historic and current forms of colonialism, systemic discrimination, displacement, and barriers facing Indigenous communities.
- Ability to articulate criminal and social justice issues.
- Experience in counselling, crisis intervention, and trauma-informed care is an asset.
- Fluency in an Indigenous language is an asset.
- Strong computer literacy skills and ability to use MS Office Software.
- Flexibility to work evenings, weekends, and statutory holidays as required.
- Criminal record check is required.

**Responsibilities:**

- Develop and maintain cooperative working relationships with court officials, justice stakeholders, and Indigenous communities and organizations.
- Review documents, gather information and assess eligibility for release into the program.
- Interview prospective candidates for bail at the detachment and district jail.
- Obtain relevant information from the police, defence lawyers, and Crown's office.
- Complete verification process and communicate outcome to appropriate stakeholders.
- Monitor clients' bail conditions according to program standards.
- Complete risk-need assessments and intervention plans.
- Provide mental health intervention and referrals to culturally-based services.
- Maintain case recording of all contacts made with clients and other agencies on their behalf.
- Travel to surrounding First Nations to meet with Indigenous clients as required.
- Ensure adherence to the Ministry's contract, policies and procedures.
- Prepare and complete weekly/monthly statistical reports.

**Duties:**

**Develop release plans for bail court**

- Attend detachment, court, jail or correctional centre where clients are held in custody pending release on bail.
- Receive referrals from Crown, Justice of the Peace, Duty Counsel and Defense Counsel.
- Meet with clients in custody and complete intake interview.

- Review intake interview and contact collaterals to verify information provided by client.
- Assess eligibility for bail supervision using verified information, intake information, and client's ability to understand obligations of release conditions and the bail program.
- Draft verification report containing bail plan and eligibility for bail supervision.
- Deliver verification report to referrer and appropriate justice personnel such as justice of the peace, duty counsel, crown counsel, or defense lawyer.
- Retain copy of report for records.
- Follow up to obtain final determination of bail court from referrers and justice personnel such as justice of the peace, duty counsel, crown counsel, or defense lawyer.

### **Bail Supervision**

- Meet with clients within 24 hours of release to complete bail supervision program intake.
- Open new client file.
- Make a copy of client's recognizance to retain for file.
- Ensure client signs program contract, confidentiality agreement and any other necessary documents for file.
- Obtain client's next court date, any change in legal representation and note in file.
- Establish a reporting schedule including method (telephone or in-person), time and place.
- Confirm and approve client address and note in file.
- Confirm current contact information and note in file.
- Review bail court order with client, confirm next court date and reporting date.
- At each subsequent reporting date, review bail court order with client, confirm next court date, confirm next court date, review contact information, and review current address (review and approve new suitable address if necessary).
- Follow program directives, guidelines, and policies for opening and closing files.

### **Bail Aftercare**

- In keeping with the presumption of innocence, make bail aftercare available to all clients on supervision who desire to participate.
- At first client intake meeting on release, develop a plan of care with client. Plan is included in bail file and followed up on at each reporting date.
- Plan of care is unique to client's needs and goals. Plans can include one-on-one mentorship and guidance, referrals to local programs and services, navigating clients through application processes for programs. Education, housing, income assistance, employment, mental health services, basic food and clothing needs, addictions, and more can be involved in a single plan.
- Aftercare is available even after the client completes their bail and bail supervision.

### **Breach**

- When client does not attend reporting date, follow up with client.
- When client is unreachable, contact next of kin and other contacts and places where client may be reached.
- Allow client a reasonable opportunity to report.
- Write letter of warning to client and allow the client an opportunity check in.
- Write letter of warning to client's lawyer and allow the client an opportunity to check in.
- If client does not make contact, notify program coordinator, supervisor, manager or director to implement breach procedure.
- All attempts at contact must be noted in file, including copies of written communications.
- Follow program directives, guidelines, and policies for compliance checks and breaches.

### **Reporting**

- Follow program directions, policies, and guidelines regarding delivering data, client updates, and reports to program coordinator, supervisor, manager, or director in a timely manner.

### **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.

### **Indigenous Bail Coordinator**

Indigenous Bail Supervision and Verification Coordinator is a non-supervisory position that reports to the Program Supervisor, Manager and Director. The Coordinator ensures the Bail Program office functions effectively and notifies of any issues and needs. The Coordinator performs the duties and responsibilities of the Indigenous Bail Worker and has additional responsibilities. The Coordinator has the additional responsibilities of completing breaches, program outreach and education, and program advancement.

- Coordinator works with partners and stakeholders for outreach and education. Coordinator must ensure that Program Supervisor, Manager and Director are kept up-to-date on activities regarding outreach and engagement.
- Coordinator must work with local police authorities to establish positive relations and ensure both parties agree on breach procedure.
- Coordinator is responsible for filing breaches with appropriate police authorities, including drafting will say statements and witness statements. The coordinator must notify Program Supervisor, Manager and Director when a breach is anticipated, and send draft will say statements and witness statements for review. When approved, proceed with breach procedure.
- Coordinator to locate additional engagement opportunities, training and professional development opportunities. Coordinator to assist in planning said opportunities.
- Coordinator plays a key role in program development, including developing guidelines and policies, locating training and development opportunities, and liaising with partners and stakeholders, and planning activities.

### **Temporary Additional Duties - Transition Plan Sept 27, 2021 - Oct 2022**

- Provide daily oversight to the Indigenous Bail Verification and Supervision Program (IBVP) and Community Release and Reintegration Program (CRRP).
- Collecting and submitting all staff timesheets/leaves to Manager of legal Services (Staff Lawyer once hired) for approval
- Maintain and submit all required program reporting.

- General administrative support to IBVP and CRRP staff
- Attend all stakeholder meetings related to the Indigenous Bail Supervision and Community Release and Reintegration Programs
- Review of additional duties and Transition Plan progress will be scheduled for Dec 1, 2021 and March 15, 2022.