

Nishnawbe-Aski Legal Services Corporation

ᐱᐸᐸᐸᐸᐸ ᐱᐸᐸᐸᐸ ᐱᐸᐸᐸᐸᐸᐸ ᐱᐸᐸᐸᐸᐸᐸᐸᐸ
L'PCLP'Δᐸ

March 16, 2022

Ann Hiller
Sioux Lookout, ON
C/o Nishnawbe-Aski Legal Services Corp.

RE: EXTENSION – Temporary Salary Increase – Victim Witness Program Transition Plan

Dear Ann,

We are pleased to inform you that you will continue to receive a temporary annual salary increase of \$ 7,137 as per NALSC policy for performing additional duties in the Victim Witness Program. This is a temporary salary increase and is based on additional duties being performed **25 hours per week** and is pro-rated to the length of the term of your additional duties. These additional duties are outlined in your Victim Witness Coordinator job description as "*Temporary Duties*" (attached) and are extended from April 1, 2022 till May 9, 2022.

Once the Victim Witness Program Manager returns from leave, you will resume your regular duties as outlined in your job description and your annual salary will be re-adjusted to \$50,000.

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

Thank you,



Colette Shwetz
HR Manager

Cc: Finance

Mailing Address:

1805 Arthur St. East
Unit 100
Thunder Bay, ON
P7E 2R6

Tel: (807) 622-1413
Fax: (807) 622-3024

Email: info@nanlegal.on.ca

Website:

<http://www.nanlegal.on.ca>



Head Office:

138-B Mission Rd, Fort William
First Nation, ON P7J 1K7

- To ensure victims are made aware of their right to make representations to the court by way of a Victim Impact Statement (VIS), and when requested, assist and support NAN community members with completion of a Victim Impact Statement.
- Assist and support NAN community members who disclose current or historical victimization.
- Refer clients to appropriate community services and agencies, including internal NALSC referrals. For example: Talking Together Program and Restorative Justice Program;
- Public relations duties including promoting the VWLP in print formats, on radio attendance, at career fairs and other networking opportunities;
- Travel to the NAN communities whenever necessary to properly discharge the mandate of the Corporation as resources will tolerate. For example, attending court, meeting with clients, promotion of the Victim Witness Liaison Program, and crisis support;
- Actively participate in required training and professional development activities;
- Develop training materials and organize initial training for new staff;
- Develop continuing professional development opportunities for VWLP staff;
- Prepare and present presentations for communities and justice partners on VWLP; services
- Prepare and implement healing activities for clients, families and communities.
- Assist VWL Program Manager and perform other duties to discharge the mandate of the Corporation, for example; organizing promotional events and activities, participation on local committees or working groups, ordering supplies.

Requirements

- Completed Secondary School is preferred; however, consideration may be given to proven skills demonstration and experience through previous employment.

Reporting

- The Victim Witness Program Coordinator is accountable to the Victim Witness Program Manager on a day to day basis and for overall work performance.

Meetings, Training and Outreach

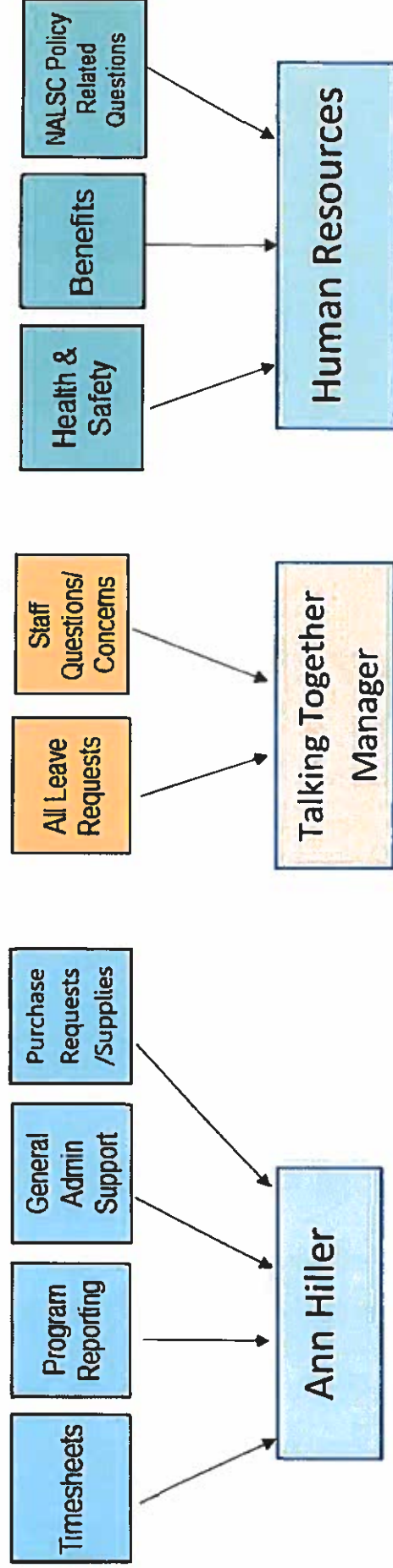
- Attend all meetings, telephone and video conferences, committees, as directed.
- Attend professional development, training, workshops, education, as directed.
- Develop positive relationships with justice providers, defense counsel, police authorities, community leadership, duty counsel, crown attorneys, 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.

Transition Plan: Victim Witness Manager Leave - until March 31, 2022

Effective Date: October 12th, 2021



Nishnawbe-Aski Legal Services Corporation

ᐃᓂᓂᓐᓂᓐ ᐃᓂᓂᓐ ᐃᓂᓂᓐᓂᓐ ᐃᓂᓂᓐᓂᓐ
L'PCLP'ᐃᓂ

Oct 6, 2021

Ann Hiller
Sioux Lookout, ON
C/o Nishnawbe-Aski Legal Services Corp.

RE: Temporary Salary Increase – Victim Witness Program Transition Plan

Dear Ann,

We are pleased to inform you that you will be receiving a temporary annual salary increase of \$ 7,137 as per NALSC policy for performing additional duties in the Victim Witness Program. This is a temporary salary increase and is based on additional duties being performed 25 hours per week and is pro-rated to the length of the term of your additional duties. These additional duties are outlined in your Victim Witness Coordinator job description as "Temporary Duties" (attached) and are effective October 12, 2021, till March 31, 2022.

Once the Victim Witness Program Manager returns from leave, you will resume your regular duties as outlined in your job description and your annual salary will be re-adjusted to \$50,000.

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

Thank you,



Colette Shwetz
HR Manager

Cc: Finance

Mailing Address:

1805 Arthur St. East
Unit 100
Thunder Bay, ON
P7E 2R6

Tel: (807) 622-1413
Fax: (807) 622-3024

Email: info@nanlegal.on.ca

Website:

[Http://www.nanlegal.on.ca](http://www.nanlegal.on.ca)



Head Office:

138-B Mission Rd. Fort William
First Nation, ON P7J 1K7

- To ensure victims are made aware of their right to make representations to the court by way of a Victim Impact Statement (VIS), and when requested, assist and support NAN community members with completion of a Victim Impact Statement.
- Assist and support NAN community members who disclose current or historical victimization.
- Refer clients to appropriate community services and agencies, including internal NALSC referrals. For example: Talking Together Program and Restorative Justice Program;
- Public relations duties including promoting the VWLP in print formats, on radio attendance, at career fairs and other networking opportunities;
- Travel to the NAN communities whenever necessary to properly discharge the mandate of the Corporation as resources will tolerate. For example, attending court, meeting with clients, promotion of the Victim Witness Liaison Program, and crisis support;
- Actively participate in required training and professional development activities;
- Develop training materials and organize initial training for new staff;
- Develop continuing professional development opportunities for VWLP staff;
- Prepare and present presentations for communities and justice partners on VWLP; services
- Prepare and implement healing activities for clients, families and communities.
- Assist VWL Program Manager and perform other duties to discharge the mandate of the Corporation, for example; organizing promotional events and activities, participation on local committees or working groups, ordering supplies.

Requirements

- Completed Secondary School is preferred; however, consideration may be given to proven skills demonstration and experience through previous employment.

Reporting

- The Victim Witness Program Coordinator is accountable to the Victim Witness Program Manager on a day to day basis and for overall work performance.

Meetings, Training and Outreach

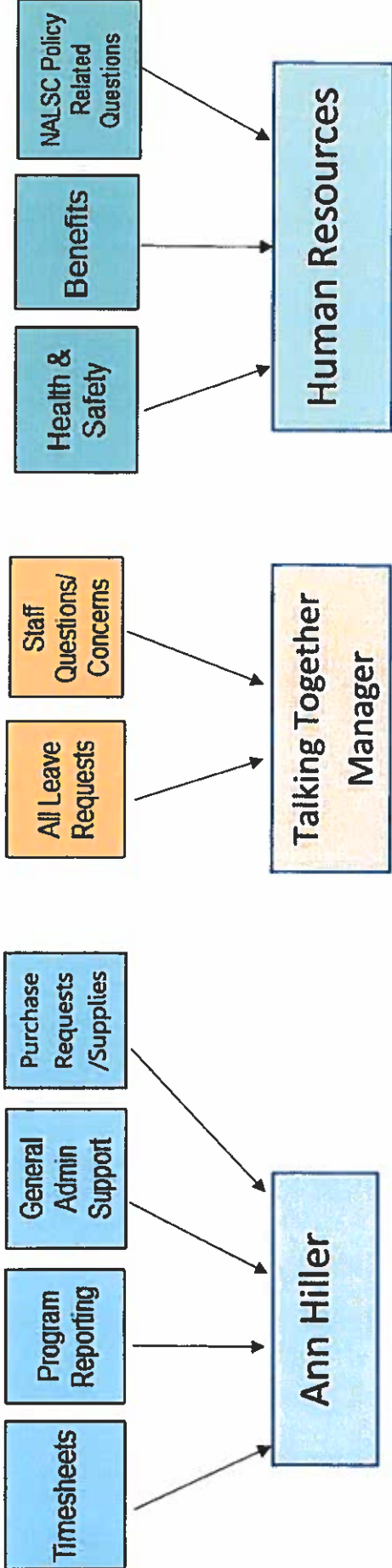
- Attend all meetings, telephone and video conferences, committees, as directed.
- Attend professional development, training, workshops, education, as directed.
- Develop positive relationships with justice providers, defense counsel, police authorities, community leadership, duty counsel, crown attorneys, 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.

Transition Plan: Victim Witness Manager Leave - until March 31, 2022

Effective Date: October 12th, 2021



Additional Duties and Responsibilities

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

SALARY RANGE

Pursuant to current wage grid.

Temporary Duties – Till March 31, 2022

- Providing daily oversight and general support to the Victim Witness Program
- Collecting and submitting all staff timesheets/Leaves to Talking Together Manager for approval.
- Approve budget expenditures in line with approved Victim Witness Program budget
- Work with current Victim Witness Program Manager to complete required program reports.
- General administrative support to the Victim Witness Liaison workers.
- Review of additional duties and transition plan progress will be schedule for Dec 1, 2021.