

Nishnawbe-Aski Legal Services
Corporation

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April 17, 2024

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RE: Salary Band/Grid Position Adjustment

Dear Heather:

We are pleased to inform you that you have been approved for a salary band and grid position adjustment. This adjustment is based on your new dual role – **Talking Together Program (TTP) & My Journey Back Home (MJBH) Facilitator**. Effective April 1, 2024, your annual salary will be adjusted from salary band 5, grid position 5 (\$ 54,818) to salary band 6, grid position 2 (**\$57,408**).

This annual salary adjustment is based on approved funding for the “My Journey Back Home” program. Should the funding cease or you stop performing the additional duties in the MJBH program as outlined as in your job description (attached), you will go back to your original position as “Talking Together Program Facilitator” and return to your annual salary of \$54,818 for that position.

If you have any questions moving forward, please let your manager know.

Sincerely,



Colette Shwetz
Director of Human Resources

Cc: Finance Department



Head Office:

678 City Road
Fort William First Nation
P7J 1K3



Nishnawbe-Aski Legal Services Corporation

TALKING TOGETHER & MY JOURNEY BACK HOME FACILITATOR

Job Description

Title: Facilitator

Dept.: TALKING TOGETHER

Reports to: TTP Manager

JD #:

Approved:

DURATION: April-March 2024-25

Summary

Nih Keewaywin-My Journey Back Home is funded by the Ministry of Children, Community and Social Services. The purpose of the project is to provide a traditional/alternative Circle approach to resolving youth facing crisis and who are at-risk including violence, human-trafficking, homelessness, drug-addiction, mental-health, lack of education, legal issues, lack of life skills, basic needs and those who have lost their path in their life cycle journey. The Talking Circle is used to empower youth to arrive at safe and acceptable resolutions to their at-risk matters. Circles are arranged and conducted by a Talking Together Facilitator.

Talking Together is funded by the Ministry of Children and Youth Services. The purpose of the program is to utilize a traditional/alternative justice approach to resolving child welfare/family matters to avoid unnecessary and potentially damaging litigation. The process used is the Circle to empower families to arrive at acceptable resolutions to matters. Circles are arranged and conducted by a Talking Together Facilitator.

Core Competencies:

- Sensitivity, awareness, and implementation of traditional/cultural teachings
- Understands intersectional approach to gender, race and discrimination and intergenerational effects of youth and families.
- Understands and recognizes trauma-informed approach in support of Indigenous youth in a culturally safe manner.
- Excellent case and file management skills, administrative and coordination skills, stress management and time management skills, ability to meet deadlines.
- Contribute to the empowerment and leadership of Indigenous youth within the community.
- Proficient working knowledge of MS Office Software, internet, and general office equipment
- Ability to speak the language and knowledge of culture an asset.
- Experience and knowledge of the legal system is an asset.

Job Duties

The duties, responsibilities and obligations of the Talking Together/My Journey Back Home Facilitator are the following:

- To complete training in the facilitation of Talking Circles.
- To receive referrals and confirm with the Talking Together Manager.
- To open files for each referral and keep them up to date, including the database.
- To report to the Talking Together Manager/Talking Together Assistant on a daily basis.
- To inform families and children twelve or over regarding the sharing of information.
- To organize the Talking Circles including the briefing of all participants about the Circle process and what will be expected of them.
- To prepare youth, family, extended family and supporters who attend the Circle.
- To facilitate the Talking Circles including drafting of final agreements arising from the Circles and providing them to the clients, Talking Together Manager, and the agency where applicable.
- To provide follow-up to ensure that the agreements are adhered to and reconvene the Talking Circle if required.
- To provide follow-up reports and final reports once agreements are completed, to the client, Talking Together Manager and agency where applicable.
- To contribute to the evaluation process under the direction of the Talking Together Manager.
- To liaise and work closely with the My Journey Back Home Aftercare Workers to determine the need to convene and schedule a circle.
- To liaise with the community initially to determine needs and wishes, educate them about the process and develop partnerships on an ongoing basis to keep them informed about the project.
- To liaise with frontline workers organizations, agencies, elders, Chief and Council to garner support and referrals for the project and individual Talking Together Circles.
- Attend court and develop partnerships with the legal community to obtain referrals, or report on the progress of matters as required.
- To prepare and submit all Circle, weekly, and quarterly reports in a timely manner.
- To pursue an integration of services with other NALSC programs and staff.
- To consult with NALSC staff lawyers or the Talking Together Manager as needed for issues requiring legal advice or direction.

Requirements

- This position requires at a minimum a secondary school diploma with related work experience.
- It is preferred that the TTF hold a post-secondary degree or diploma in social work, child and family worker program, mental health or related fields.

Reporting

- The Talking Together/My Journey Back Home Facilitator is responsible to the Talking Together Manager for day-to-day activities and to the Director of Justice for overall work performance. Candidate must adhere to confidentiality as outlined in the Corporation policy and protocols.

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.

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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.

SALARY RANGE

- Salary plus benefits commensurate with experience
- Project completion March 2025 with possible extension