

ALANA ODAWA

Successful Candidate

2-224 Ontario Street ~ Thunder Bay, ON ~ P7B 3G8 ~ 807-887-4560 ~ alana.odawa@gmail.com

August 6, 2019

Nishnawbe-Aski Legal Service Corporation
100 – 1805 Arthur Street East
Thunder Bay, ON
P7E 2R6
Attn: Human Resources

Boozhoo,

Please accept my cover letter and resume for the Restorative Justice By-Law Worker position in Thunder Bay advertised on your website.

As a Red Rock Indian Band member, I am well aware of the sensitive topics, history and matters that surround our communities and people. Over the years I acquired various training, work experience and numerous transferrable skills that will be an asset for the position and the clientele.

I possess a Social Service Worker – Native Specialization Diploma through Sault College. I currently work full time as a caseworker within an alternative justice program for the Thunder Bay Indigenous Friendship Centre. I have facilitated numerous restorative justice circles. Throughout the years I created a vast network within Thunder Bay and surrounding areas. This has given me a wealth of knowledge in regards to supporting, empowering, advocating, communicating and connecting with some of the most vulnerable clients and circumstances. Working with and connecting them to Elders, culture and traditional practices has been a positive and wholistic approach. As well as, peer counselling with the focus on strengths and resilient based approaches has proven success. My highlight is encouraging clients to create a healthier lifestyle, providing a safe environment, being a positive role model and keeping information confidential.

When completing daily office duties such as keeping logs, writing reports, completing appropriate documentation and case management it is done with accuracy. Focus on adhering to all guideline, policies and procedures. Conducting various outreach opportunities, public presentations and maintaining positive relationships with community partners and volunteers.

I currently uphold a Vulnerable Sector Clearance. As well, I have a class "G" drivers' license, reliable vehicle and full coverage with a 2 million liability insurance.

I look forward to hearing a response, so we can further discuss my qualifications and work experience. Please contact me at your earliest convenience at 807-887-4560.

Miigwech,

Alana Odawa
Alana Odawa

ALANA ODAWA

2-224 Ontario Street ~ Thunder Bay, ON ~ P7B 3G8 ~ 807-887-4560 ~ alana.odawa@gmail.com

PERSONAL PROFILE

Respectful, culturally sensitive, focused, creative, compassionate, hard worker. Eager and quick to learn, adapt to new challenges and responsibilities. Ability to trouble shoot and problem solve on the job. Ability to follow instructions effectively, safely and efficiently. Able to work independently and as a Team Player.

2015–Present Thunder Bay Indigenous Friendship Centre Thunder Bay, ON
ICCP Caseworker

- Provide support and empower clients through an alternative justice program.
- Facilitate circles and assist with developing Healing and Wellness Plans for clients.
- Responsible for providing updates to the courts regarding clients' progress. ▪ Taken on a temporary leadership role within program.

2009 – 2015 Pelican Falls Centre Sioux Lookout, ON
House Counsellor

- Responsible for supervising, caring, teaching life skills and supporting fourteen (14) teenage students while attending Pelican Falls First Nation High School under Northern Nishnawbe Education Council.
- Promote of Native language, culture and heritage in events and activities.
- Tracking educational progress, record daily logs of house hold activities and medical. ▪ Provided guidance, peer counselling and referrals.

2005 – 2009 Red Rock Indian Band Lake Helen Reserve, ON **Community Wellness Worker**

- Prevention family violence, improve Aboriginal health and foster healing with all ages.
- Responsible for annual budget, reports and work plan.
- Organize community events with Service Provider's Team.
- Promote and educate with traditional teachings.
- Assisted IRS survivors with applications and support.

EDUCATION

2019 **Social Service Worker Diploma – Native Specialization** Sault
College

&

PLACEMENT EXPERIENCE

Oshki-Wenjack

Dilico Anishinabek Family Care
Rosan Wesley Counselling & Advocacy Services
Maamawi Counselling Centre
Dennis Franklin Cromarty High School
Multicultural Association of Northwestern Ontario



EMPLOYMENT OPPORTUNITY Nishnawbe-Aski Legal Services Corporation

Restorative Justice By-Law Worker Full Time Position out of Thunder Bay

DESCRIPTION:

Under the Restorative Justice Initiative, a pilot project funded by the Ministry of the Attorney General, the Restorative Justice By-Law worker will be responsible for delivering and reporting on the implementation and the progress of the initiative in the target communities funded under the project.

The Restorative Justice By-Law worker will be responsible for facilitating Restorative Justice circles regarding by-law infractions within communities as funding will allow. Also, they will be responsible for educating the communities on NAN on how restorative justice can be used to help enforce current by-laws.

QUALIFICATIONS:

- Understanding of general by-laws and their functions
- Have an understanding of restorative justice techniques/applications and how they are used in the circle context
- Must have a valid G level driver's license
- Ability to work independently and is self-motivated.
- Microsoft Office Applications (Word, Excel, PowerPoint)
- Strong attention to detail and ability to work with confidential information
- Requires excellent communication skills, both verbal and written
- Experience working within First Nations communities
- Ability to speak an Indigenous language is considered an asset
- Experience working in and living in Nishnawbe-Aski Nation communities

SALARY RANGE: Commensurate with education and experience

LOCATION: Thunder Bay, Ontario

DEADLINE: August 6, 2019

Please send resume and cover letter including three (3) references to:

Human Resources

100 – 1805 Arthur Street East

Thunder Bay, ON P7E 2R6

Tel: 807-622-1413 Fax: 807-622-3024 Toll Free: 1-800-465-5581

Email: hr@nanlegal.on.ca

*Please note that only candidates selected for an interview will be contacted.
For a complete job description contact Colette Shwetz at cshwetz@nanlegal.on.ca*



Nishnawbe-Aski Legal Services Corporation

Employment Opportunity Fort Hope, ON Permanent Full Time Position

The Nishnawbe-Aski Legal Services Corporation provides legal, paralegal, and law-related services including public legal education to the members of the First Nations of Nishnawbe-Aski Nation (NAN). The Corporation also functions as an Area Office of Legal Aid Ontario (LAO).

Nishnawbe-Aski Legal Services Corporation is presently recruiting a Guns & Gangs – Youth Intervention Worker

The program will focus on youth intervention with regards to gang violence and its effect on the youth within the community. Using Community Youth Intervention Worker (CYIW), the programs focus will be based on the encouragement of the youth within the community to join in culturally based activities. These activities can include such things as going out on the land, speaking with elders, learning about different aspects of nature, strategies that could be used for hunting or fishing, etc. There will also be a communication-based aspect where the youth will learn how to communicate with others in a safe, positive, and motivational environment where they feel comfortable discussing issues that may arise. These activities could include things like movie nights, gaming tournaments, after-school potlucks, and sports activities. Many of these activities will be done after school or on days where school is not in session, which is meant to promote a healthy active lifestyle in a positive and meaningful way. The CYIW meets regularly with clients and helps build their self-esteem while promoting a healthy lifestyle.

We hope to include law enforcement officials within our youth activities as a way to bridge the gap between the NAPS officers and the youth within the community. If the youth can see and positively interact with these officers while also building relationships with them, it is possible to provide the youth with a positive role model that they can turn to in times of need. In this regard, these young individuals will have the opportunity to associate law enforcement with a positive experience.

Qualifications:

- ◆ Experience and training in working with high risk youth;
- ◆ Experienced in traditional land based activities;
- ◆ Able to work with minimal supervision
- ◆ Satisfactory written and oral communications skills including computer skills;
- ◆ Attend Restorative Justice Circles as a resource person or facilitate Pre-Charge Restorative Justice Circles when needed.
- ◆ Ability to provide education in the areas of drugs, gangs violence and gang affiliation
- ◆ Ability to speak Ojibway or Oji Cree language preferred;
- ◆ Willingness to communicate with others about law-related and traditional issues;

Location: Fort Hope, ON

Salary: Salary plus benefits commensurate with experience

Closing Date: August 6, 2019

Please submit your resume and cover letter including 3 references to:

To: Human Resources

Attn: Guns & Gangs – Youth Intervention Worker

Nishnawbe-Aski Legal Services Corporation,

1805 Arthur Street E. Unit 100,

Thunder Bay, ON, P7E 2R6.

Fax: 1-807-622-3024 Email: cjohnson@nanlegal.on.ca

Please note that only candidates selected for an interview will be contacted.

REFERENCE CHECK QUESTIONNAIRE

Alana Odawa

1. In what capacity did you work with (candidate's name)?

Serena Essex

Priscilla Atkinson

She worked with Alana on several programs and acted as her supervisor on these projects.

Claudia Otto

Taught her every semester of her schooling at Sault College.

2. How would you describe his/her work performance?

Serena Essex

Priscilla Atkinson

Excellent and is willing to take the initiative to get projects finished and rework them so that they work to reflect the communities needs. This includes fixing issues that help the project run smoothly.

Claudia Otto

Excellent, she was always at the top of the class and was a giving person who was willing to help others when needed.

3. Did he/she follow direction closely and meet deadlines?

Serena Essex

Priscilla Atkinson

Yes, there has not been any issues in this regard.

Claudia Otto

Always no matter what was going on her assignments would always be completed on time and she remained one of the top students. Her assignments would outline everything asked for with insightful answers.

4. Would you describe him/her as self-motivated? How so?

Serena Essex

Priscilla Atkinson

Yes, she had great initiative to get projects going and ensured that they are completed to the best of her ability.

Claudia Otto

Yes, in so many areas she will do anything that is necessary to complete a project or assignment and supported others to do the same. She acted as a role model for the other students and would help them when they needed it even when she had her own challenges.

5. What were some of the challenges he/she faced while working with you?

Serena Essex

Priscilla Atkinson

Not getting paid enough for the work that she did which led to her needing to leave the organization.

Claudia Otto

There were personal challenges in her life at the time but that did not stop her from always working to the best of her ability, or motivating others to be the same way. Even in difficult times she would meet all the deadlines expected of her and stay as a strong student throughout the semesters.

6. What are the person's strengths and weaknesses?

Serena Essex

Priscilla Atkinson

Some of her strengths were the fact that she has great initiative and worked well both individually and in a team setting. She was also very social/community driven which helped her complete projects.

Cannot think of a weakness

Claudia Otto

She has a great intelligence, is very creative in her projects, has a strong sense of social justice, acted as a leader or role model to others, and is able to balance the goings on of her personal life and school without effecting the other

One weakness that was noticed is that she is hard on herself when things do not pan out as she expected.

7. Do you wish to make any other comments regarding (candidate's name) work performance?

Serena Essex

Priscilla Atkinson

If I had the money I would take her back in an instant

Claudia Otto

Would gladly work with her as a co-worker because of her motivation, ability to motivate others, and her willingness to commit to any project she has. She is an amazing individual that any organization would be glad to have as an employee.



APPLICANT INTERVIEW RATING SHEET

Position By Law Worker

Applicant name: _____

<p>5. What do you know about the current status of bylaws in Nishnawbe Aski Nation</p>	<p>Willing to learn. taking on - Bylaws - has learn of each com Each community. Lake Helen. Dog bylaw.</p>	<p>1--2--3--4--5--6</p>
<p>6. Why do you think you would be a good fit as a By-Law worker?*</p>	<p>Newcom. looking for something Change is needed.</p>	<p>1--2--3--4--5--6</p>
<p>8. How are you with reporting information and what level of computer skills do you have?*</p>	<p>good. PPT. great. Presentations.</p>	<p>1--2--3--4--5--6</p>



APPLICANT INTERVIEW RATING SHEET

Position By Law Worker

Applicant name: _____

9. Part of this position is reaching out to community stakeholders, who would be the individuals/groups you reach out to and why?*	Chief & Council / NAPS / Family services Tukwagan Elder. Heart line	1--2--3--4--5--6
10. How are you with reporting information and what level of computer skills do you have?*		1--2--3--4--5--6
11. Part of this position is reaching out to community stakeholders, who would be the individuals/groups you reach out to and why?*		1--2--3--4--5--6
12. Scenario: you have a client who has finished their circle process and has received their requirements to complete the circle but are	have a conversation find resolution Set in ways / accept. / following procedure /	1--2--3--4--5--6



APPLICANT INTERVIEW RATING SHEET

Position By Law Worker

Applicant name: _____

unwilling to go through with them after having agreed to the conditions, what do you do?		
13. What are some of your coping mechanisms	<i>fractured activities - mindfulness Upqi meditation - speak with Supervisors</i>	1--2--3--4--5--6
14. How do you do with tasks such as reporting or meeting deadlines and can you work in a team setting or individually without supervision?*	<i>great initiative</i>	
How do you do with tasks such as reporting or meeting deadlines and can you work in a team setting or individually without supervision?*		
Scenario: you have a client who has finished their circle process and has received their requirements to complete the circle but are unwilling to go through with them after having agreed to the conditions, what do you do?		
	Total score:	/



APPLICANT INTERVIEW RATING SHEET

Position By Law Worker

Applicant name: _____

Can you provide us with a criminal records check? Y/N -

If you are the successful candidate and offered the position, how soon would you be able to start? 2 weeks

Do you have any questions for us about the position or the organization? Y/N

Have you provided references? Y/N

Do we have permission to contact your references? Y/N

Salary: 50 currently - 14000

NOTES

Evaluator signature: _____



EMPLOYMENT OPPORTUNITY Nishnawbe-Aski Legal Services Corporation

Restorative Justice By-Law Worker Full Time Position out of Thunder Bay

DESCRIPTION:

Under the Restorative Justice Initiative, a pilot project funded by the Mistry of the Attorney general, the Restorative Justice By-Law worker will be responsible for delivering and reporting on the implementation and the progress of the initiative in the target communities funded under the project.

The Restorative Justice By-Law worker will be responsible for facilitating Restorative Justice circles regarding by-law infractions within communities as funding will allow. Also, they will be responsible for educating the communities on NAN on how restorative justice can be used to help enforce current by-laws.

QUALIFICATIONS:

- Understanding of general by-laws and their functions
- Have an understanding of restorative justice techniques/applications and how they are used in the circle context
- Must have a valid G level driver's license
- Ability to work independently and is self-motivated.
- Microsoft Office Applications (Word, Excel, PowerPoint)
- Strong attention to detail and ability to work with confidential information
- Requires excellent communication skills, both verbal and written
- Experience working within First Nations communities
- Ability to speak an Indigenous language is considered an asset
- Experience working in and living in Nishnawbe-Aski Nation communities

SALARY RANGE: Commensurate with education and experience

LOCATION: Thunder Bay, Ontario

DEADLINE: August 6, 2019

Please send resume and cover letter including three (3) references to:

Human Resources

100 – 1805 Arthur Street East

Thunder Bay, ON P7E 2R6

Tel: 807-622-1413 Fax: 807-622-3024 Toll Free: 1-800-465-5581

Email: hr@nanlegal.on.ca

*Please note that only candidates selected for an interview will be contacted.
For a complete job description contact Colette Shwetz at cshwetz@nanlegal.on.ca*



APPLICANT INTERVIEW RATING SHEET

Position By Law Worker

Applicant name: Alana Odawa

Questions (Allow 20-30 minutes)	Comments	1-low, 6-high
1. What do you know about Restorative Justice?*	<ul style="list-style-type: none"> - work in RJ for past 4 yrs ↳ past charges + Domestic ↳ everyone has equal speaking opportunities ↳ share teachings. 	1--2--3--4--5--6
2. What do you know about NAN Legals programs and the services we provide?	<ul style="list-style-type: none"> - Gladue - helps to bridge the gaps - paralegal - TTR - 49 community - started in 1990's 	1--2--3--4--5--6
3. Have you ever been involved in a Restorative Justice circle or had experience with one before?	Yes	1--2--3--4--5--6
4. How would you apply the Restorative Justice process to by-laws?*	<ul style="list-style-type: none"> - Bylaws are in place for reasons ↳ bringing people together and let both sides be heard 	1--2--3--4--5--6



APPLICANT INTERVIEW RATING SHEET

Position By Law Worker

Applicant name: _____

5. What do you know about the current status of bylaws in Nishnawbe Aski Nation	- not fully aware - did research on it ↳ willing to learn ↳ learn about each community and their way of life.	1--2--3--4--5--6
6. Why do you think you would be a good fit as a By-Law worker?*	- new and refreshing → willing to learn and grow	1--2--3--4--5--6
8. How are you with reporting information and what level of computer skills do you have?*	- good with everything - presentations - excel - word	1--2--3--4--5--6



APPLICANT INTERVIEW RATING SHEET

Position By Law Worker

Applicant name: _____

<p>9. Part of this position is reaching out to community stakeholders, who would be the individuals/groups you reach out to and why?*</p>	<p>- chief + Council - Naps - anyone who provides services - elders</p>	<p>1--2--3--4--5--6</p>
<p>10. How are you with reporting information and what level of computer skills do you have?*</p>		<p>1--2--3--4--5--6</p>
<p>11. Part of this position is reaching out to community stakeholders, who would be the individuals/groups you reach out to and why?*</p>		<p>1--2--3--4--5--6</p>
<p>12. Scenario: you have a client who has finished their circle process and has received their requirements to complete the circle but are</p>	<p>- have a conversation to find a resolution.</p>	<p>1--2--3--4--5--6</p>



APPLICANT INTERVIEW RATING SHEET

Position By Law Worker

Applicant name: _____

<p>unwilling to go through with them after having agreed to the conditions, what do you do?</p>	<p>- return to court? - following procedures</p>	
<p>13. What are some of your coping mechanisms</p>	<p>- traditional methods - wates - mindfulness - talk to supervisor - smudge</p>	<p>1--2--3--4--5--6</p>
<p>14. How do you do with tasks such as reporting or meeting deadlines and can you work in a team setting or individually without supervision?*</p> <p><i>How are you with being unsupervised</i></p>	<p>- work well individual + in a group - need minimal supervision.</p>	
<p>How do you do with tasks such as reporting or meeting deadlines and can you work in a team setting or individually without supervision?*</p>		
<p>Scenario: you have a client who has finished their circle process and has received their requirements to complete the circle but are unwilling to go through with them after having agreed to the conditions, what do you do?</p>		
	<p>Total score:</p>	<p>/</p>



APPLICANT INTERVIEW RATING SHEET

Position By Law Worker

Applicant name: _____

Can you provide us with a criminal records check? Y N

If you are the successful candidate and offered the position, how soon would you be able to start? 2-3 weeks

Do you have any questions for us about the position or the organization? Y/N

Have you provided references? Y N

Do we have permission to contact your references? Y N

NOTES Salary - currently making 50 → want to stay around that.

Evaluator signature: _____



APPLICANT INTERVIEW RATING SHEET

Position By Law Worker

Applicant name: Theresa Otkimaw Hall

Questions (Allow 20-30 minutes)	Comments	1-low, 6-high
1. What do you know about Restorative Justice?*	- involved with TTR ↳ involves circles with the same process ↳ Justice of the peace 18 yrs ↳ enforcing By-Laws + Intoxicant	1-2-3-4-5-6
2. What do you know about NAN Legal programs and the services we provide?	RJ - alternative Justice Bylaw TTP Youth Justice	1-2-3-4-5-6
3. Have you ever been involved in a Restorative Justice circle or had experience with one before?		1-2-3-4-5-6
4. How would you apply the Restorative Justice process to by-laws?*	Read up on By-Law - discuss + educate community if this is their wants education + safety - start with informing community	1-2-3-4-5-6



APPLICANT INTERVIEW RATING SHEET

Position By Law Worker

Applicant name: _____

<p>5. What do you know about the current status of by-laws in Nishnawbe-Aski Nation?</p>	<p>It was a resolution made in 1990's ↳ alternative Justice starting 1996.</p>	<p>1-2-3-4-5-6</p>
<p>6. Why do you think you would be a good fit as a By-Law worker?</p>	<ul style="list-style-type: none"> - residing in the Justice system - lived in the communities - fluency in the language 	<p>1-2-3-4-5-6</p>
<p>7. How are you with reporting information and what level of computer skills do you have?</p>	<ul style="list-style-type: none"> - reports are submitted quarterly - Word, powerpoint, research - was trained in TTP data 	<p>1-2-3-4-5-6</p>



APPLICANT INTERVIEW RATING SHEET

Position By Law Worker

Applicant name: _____

<p>8. Part of this position is reaching out to community stakeholders, who would be the individuals/groups you reach out to and why?</p>	<p>- Community members - Chief + Council - youth - Women - workers Crown/defence NAPs/OPP - anyone who can refer</p>	<p>1-2-3-4-5-6</p>
<p>9. How do you do with tasks such as reporting or meeting deadlines and can you work in a team setting or individually without supervision?</p>	<p>- Work well individually with clarification - work well with team ↳ chief + Council</p>	<p>1-2-3-4-5-6</p>
<p>10. Scenario: you have a client who has finished their circle process and has received their requirements to complete the circle but are unwilling to go through with them after having agreed to the conditions, what do you do?</p>	<p>- ask the individual what the set back might be ↳ possible private meeting ↳ talk with the crown ↳ have an elder ↳ talk with supports</p>	<p>1-2-3-4-5-6</p>
<p>11. What are some of your coping mechanisms for dealing with stress?</p>	<p>- walk lot - elders - meditation - Applied EAP - confident for discussion</p>	<p>1-2-3-4-5-6</p>
	<p>Total score:</p>	<p>/66</p>



APPLICANT INTERVIEW RATING SHEET

Position By Law Worker

Applicant name: _____

Can you provide us with a criminal records check? Y N

If you are the successful candidate and offered the position, how soon would you be able to start? 2 weeks

Do you have any questions for us about the position or the organization? Y/N

Have you provided references? Y N

Do we have permission to contact your references? Y N

NOTES Moving to Thunder to support daughter
starting date asap

Evaluator signature: _____