



June 16, 2020

Nishnawbe-Aski Legal Service Corporation
100 – 1805 Arthur Street East
Thunder Bay, ON
P7E 2R6
Attn: Colette Shwetz, HR Manager

Boozhoo,

Please accept my cover letter and resume for the Restorative Justice Sexual Assault and Domestic Violence position in Thunder Bay.

As part of the NALSC team, I am well aware of the sensitive topics, history and matters that surround our communities and people that we serve. To date, 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 have facilitated numerous restorative justice circles in relation to Domestic Violence within a previous role. Throughout my time with NASLC I had the opportunity to work along side with the previous RJ SA/DV worker, we create "Honour Your Voice" a healing circle for survivors of sexual assault and domestic violence. During this event, I facilitated a circle for four survivors.

Over the years I have accumulated 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 ~ aodawa@nanlegal.on.ca

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.

EXPERIENCE

2019 – Present Nishnawbe-Aski Legal Services Corporation Thunder Bay, ON
Restorative Justice Bylaw Worker

- Provide awareness and education to promote RJ practices in relation to First Nation Bylaws and infractions. Conduct and facilitate restorative justice circles.
- Build rapport with Chief and Council, Peacekeepers, NAP's officers and community members.
- Provide ongoing support and maintain contact with First Nation Communities in relation to their Bylaws and ongoing progress.

2015–2019 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, teaching life skills and supporting fourteen (14) teenage students while attending Pelican Falls First Nation High School under Northern Nishnawbe Education Council. Provided guidance, peer counselling and referrals.
- Promote of Native language, culture and heritage in events and activities.
- Tracking educational progress, record daily logs of house hold activities and medical.

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 by promoting traditional teachings.
- Assisted IRS survivors with applications and support.

EDUCATION

2019 Social Service Worker Diploma – Native Specialization Sault College
& Oshki-Wenjack



TRAINING & CERTIFICATES

- Standard First Aid with CPR C + AED
- Wilderness First Aid
- Police Vulnerable Sector Clearance
- Trauma Informed Care: Framework for Practice with Aboriginal People
- Acceptance and Commitment Therapy Certificate
- Dealing with Difficult People
- Coaching for Resolution Certificate
- Admission and Discharge Assessment Tool (ADAT)
- Mental Health First Aid
- ASIST Certificate (Applied Suicide Intervention Skills Training)
- Crisis Response Training
- De-escalating Potential Violent Situations
- Kairos Blanket Exercise Facilitator
- Aboriginal Cultural Awareness
- Anger Management Training Certificate
- Walk-A-Mile Training
- Level One Safe Food Handling
- Food Safety Workshop – Wild game meat
- The Red Path Child & Youth Life Skills Certificate
- Living without Violence Certificate
- Crystal Meth, OxyContin & Cocaine Training Workshop
- Fetal Alcohol Spectrum Disorder Training
- Self-Care Workshop & Traditional Teachings
- Quit Coach Certificate – Basic Tobacco Cessation Program
- AODA Customer Service Training Certificate
- Occupational Health and Safety Awareness Training for Workers in Ontario Certificate
- WHMIS – Including the GHS for Workers and Supervisors – All Jurisdictions Certificate
- Workplace Violence and Harassment Training for Employees (Ontario-Bill 168 and 132)
- Understanding Human Rights Training (AODA Edition)
- PIPEDA Training
- Creating a Respectful Workplace Training
- Safe Driving for Work Training
- Sharps Training
- Using a Fire Extinguisher Training
- Health and Safety Overview Training
- The Evolution of Human Rights in Canada for Leaders (Ontario focus)

REFERENCES

Claudia Otto	807-628-3734
Rebecca McLean	807-627-6595
Nancy McGuire	807-887-4584



INTERVIEW Questionnaire –rating sheet

Title of Position: RT SADV Name of Interviewer: Chantelle Johnson

Candidate name: Alana Odouze Date: June 25/20

Questions (Allow 20-30 minutes)	Comments	1-low, 6-high
1. Can you tell us a little about yourself?	<p>Childless woman passion for helping people, Build people up for success See positive side, Compassionate Traditional teaching.</p>	<p>1--2--3--4--5--6</p>
2. What do you know about NAN Legal Services and why do you want to work for Nishnawbe-Aski Legal Services Corporation?	<p>working along side assisting development hearing your voice / the encouragement Support. SA sensitive worked with previous domestic Shine stories leg court system to happen</p>	<p>1--2--3--4--5--6</p>
3. Have you ever been involved in a restorative justice circle or have had experience with one before?	<p>Working in W. Partnership. Previous presentations already developed Love public speaking 4 sharing stories heard what helped used cultural and traditional ways.</p>	<p>1--2--3--4--5--6</p>

recognizes Self Care.

hearing Proper Support available



INTERVIEW Questionnaire –rating sheet

Title of Position: _____ Name of Interviewer: _____

Candidate name: _____ Date: _____

<p>4. How comfortable are you with speaking to people individually and in large groups. Are you able to coordinate events?</p>	<p>Having an Voices Symposium Many presentats to TBP.</p>	<p>1--2--3--4--5--6</p>
<p>5. What would you do if you were referred a client who was hesitant to participate in the restorative justice program?</p>	<p>find out the why, alternative ways Voluntary program - Educate and manage support. Encourage voice. understand the person</p>	<p>1--2--3--4--5--6</p>
<p>6. What computer skills do you have and what experience do you have with reporting, meeting deadlines, and keeping organized?</p>	<p>Very good.</p>	<p>1--2--3--4--5--6</p>



INTERVIEW Questionnaire –rating sheet

Title of Position: _____ Name of Interviewer: _____

Candidate name: _____ Date: _____

<p>7. Part of this position is reaching out to community stakeholders, and legal personnel, what would be the steps you would take?</p>	<p>Edmonton Email - notification of stakeholders - next making promises review Policy. tribal councils</p>	<p>1--2--3--4--5--6</p>
<p>8. What experience do you have working with the youth in your community?</p>	<p>14 teenaged girls as house councilors Education Bullying follow health canada health Calendar. able to work with all ages.</p>	<p>1--2--3--4--5--6</p>
<p>9. Do you have any mental health /first aid training?</p>	<p>Yes</p>	<p>1--2--3--4--5--6</p>



INTERVIEW Questionnaire –rating sheet

Title of Position: _____ Name of Interviewer: _____

Candidate name: _____ Date: _____

10. Why should we hire you in this position?	<i>feels more connected to this type of work & helping field</i>	1--2--3--4-- <u>5</u> --6
		Total score: <i>600</i> /60



INTERVIEW Questionnaire –rating sheet

Title of Position: _____ Name of Interviewer: _____

Candidate name: _____ Date: _____

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? _____

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

Evaluator signature: _____



INTERVIEW Questionnaire –rating sheet

Title of Position: SADU Worker Name of Interviewer: Natasha Salatino-Mach

Candidate name: Alana Odawa Date: June 25, 2020

Questions (Allow 20-30 minutes)	Comments	1-low, 6-high
1. Can you tell us a little about yourself?	<ul style="list-style-type: none"> - Indigenous woman with a passion for helping people. - Always see the positive traits in people - Always on a learning journey and is very open to constructive criticism 	1--2--3--4--5--6
2. What do you know about NAN Legal Services and why do you want to work for Nishnawbe-Aski Legal Services Corporation? ↳ SADU	<ul style="list-style-type: none"> - worked here for almost 1 year - recieved first hand experience in SADU with Annie ↳ assisted in Honouring our voices - wants to assist people with their healing journey - working with Annie has allowed her to understand how powerful a journey can be. ↳ Worked previously in this capacity - Working with VW would assist and bridge the gap 	1--2--3--4--5--6
3. Have you ever been involved in a restorative justice circle or have had experience with one before?	<ul style="list-style-type: none"> → is able to deal with the raw feelings used in the circle → promoted cultural + traditional healings → while facilitating she felt honored that they were willing to trust her with their stories 	1--2--3--4--5--6



INTERVIEW Questionnaire –rating sheet

Title of Position: _____ **Name of Interviewer:** _____

Candidate name: _____ **Date:** _____

<p>4. How comfortable are you with speaking to people individually and in large groups. Are you able to coordinate events?</p>	<p>Yes! ↳ has presentations all ready with relation to SADU -presentations done with resistive audiences</p>	<p style="text-align: center;">1--2--3--4--5--6</p>
<p>5. What would you do if you were referred a client who was hesitant to participate in the restorative justice program?</p>	<p>- talk and ask if there is reasonings behind it - find other ways of helping - Try showing it through a different lens - gives them a voice and shows them the positives of going through the program</p>	<p style="text-align: center;">1--2--3--4--5--6</p>
<p>6. What computer skills do you have and what experience do you have with reporting, meeting deadlines, and keeping organized?</p>	<p>Always completes all reporting + meets deadlines early to ensure all information is included ↳ covid has limited things but she continues to touch base</p>	<p style="text-align: center;">1--2--3--4--5--6</p>



INTERVIEW Questionnaire –rating sheet

Title of Position: _____ **Name of Interviewer:** _____

Candidate name: _____ **Date:** _____

<p>7. Part of this position is reaching out to community stakeholders, and legal personnel, what would be the steps you would take?</p>	<p>→ is able to reach out to stakeholders + CLW's. ↳ contacting the crowns so that they know what can be provided ↳ always follow policy + checking in with manager ↳ not making promises</p>	<p style="text-align: center;">1--2--3--4--5--6</p>
<p>8. What experience do you have working with the youth in your community?</p>	<p>- Worked with 14 girls for 1 year - provided education to the youth such as topics of bullying.</p>	<p style="text-align: center;">1--2--3--4--5--6</p>
<p>9. Do you have any mental health /first aid training?</p>	<p>Yes Mental Health First Aid Safe Talk Wilderness First Aid / CPR</p>	<p style="text-align: center;">1--2--3--4--5--6</p>



INTERVIEW Questionnaire –rating sheet

Title of Position: _____ Name of Interviewer: _____

Candidate name: _____ Date: _____

10. Why should we hire you in this position?	<p>- feel that I am able to connect with people and will be able to help people more in this area</p> <p>- very passionate about helping people and this program is more geared towards that than the Big Law program.</p>	1--2--3--4--5--6
	Total score:	/60



INTERVIEW Questionnaire –rating sheet

Title of Position: _____ Name of Interviewer: _____

Candidate name: _____ Date: _____

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? _____

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

Evaluator signature: _____



RJ-DV-SA
INTERVIEW Questionnaire - rating sheet

Title of Position: Attorney Name of Interviewer: Catherine Stal

Candidate name: Alana Odjawa Date: June 25/20

Questions (Allow 20-30 minutes)	Comments	1-low, 6-high
<p>1. Can you tell us a little about yourself?</p>	<p>Indigenous women - helping people building up to be part of a change. - and - positive side - passion for helping ppl - humble - recognize strength - traditions & beliefs - learning</p>	<p>1-2-3-4-5-6</p>
<p>2. What do you know about NAN Legal Services and why do you want to work for Nishnawbe-Aski Legal Services Corporation? <i>passionate about job</i></p>	<p>Resumés were on site & you know your voice - Annie mentorship - be that support - own voice - heal and work towards - not an easy topic - adults - teenagers - circle with actions</p>	<p>1-2-3-4-5-6 ⁵</p>
<p>3. Have you ever been involved in a restorative justice circle or have had experience with one before?</p>	<p>Current circumstances doesn't allow for circle - the resources - busy!! open up for new workers & VV program too budget services too.</p> <p>circle to share stories - continuous journey some shared more than expected - their stay - honoured that they shared their story - entrusted with info - felt honoured!</p>	<p>1-2-3-4-5-6</p>



INTERVIEW Questionnaire –rating sheet

Title of Position: _____ Name of Interviewer: _____

Candidate name: _____ Date: _____

<p>4. How comfortable are you with speaking to people individually and in large groups. Are you able to coordinate events?</p>	<p>- presenters meeting to T Bay police - open mind meetings - comfortable enough to do large groups - not shy.</p>	<p>1--2--3--4--5--6</p>
<p>5. What would you do if you were referred a client who was hesitant to participate in the restorative justice program?</p>	<p>- I would talk to them - any reason? - is there other things going on? - is there another way to do this? - other factor - people don't understand - some don't want to understand</p>	<p>1--2--3--4--5--6</p>
<p>6. What computer skills do you have and what experience do you have with reporting, meeting deadlines, and keeping organized?</p>	<p>- I'm OK with reporting - could have created some barriers. - continue but working on be busy.</p>	<p>1--2--3--4--5--6</p>



INTERVIEW Questionnaire –rating sheet

Title of Position: _____ Name of Interviewer: _____

Candidate name: _____ Date: _____

<p>7. Part of this position is reaching out to community stakeholders, and legal personnel, what steps would you take?</p>	<p>OK with reaching out to CLW - aware services - making sure info is accurate and fully reviewed policies - especially working with courts - not overstepping - communication is important tribal councils.</p>	<p style="text-align: center;">1--2--3--4--5--6</p>
<p>8. What experience do you have working with the youth in your community?</p>	<p>14 teenagers - house canceller. - "MOM" - some difficult worked well with all people - lots of experience with youth - right up recognized difficulties.</p>	<p style="text-align: center;">1--2--3--4--5--6</p>
<p>9. Do you have any mental health /first aid training?</p>	<p>Yes</p>	<p style="text-align: center;">1--2--3--4--5--6</p>



INTERVIEW Questionnaire –rating sheet

Title of Position: _____ Name of Interviewer: _____

Candidate name: _____ Date: _____

10. Why should we hire you in this position?	<i>Just because she feels connected feels at her zone - enjoys previous position - feels more connected - this is where she had to be.</i>	1--2--3--4--5--6
		Total score: /60



INTERVIEW Questionnaire –rating sheet

Title of Position: _____ Name of Interviewer: _____

Candidate name: _____ Date: _____

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? _____

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

Probationary period - waived? - Any future - position stay in Tbay

Have you provided references? Y/N

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

NOTES

Evaluator signature: _____



INTERVIEW Questionnaire –rating sheet

Title of Position: PT SADV Name of Interviewer: Chantelle Johnson
 Candidate name: Alana Odoose Date: June 25/20

Questions (Allow 20-30 minutes)	Comments	1-low, 6-high
1. Can you tell us a little about yourself?	<p>Cherious woman passion for helping people / build people up for success See positive side, compassionate traditional teaching.</p>	<p>1-2-3-4-5-6 <u>5</u></p>
2. What do you know about NAN Legal Services and why do you want to work for Nishnawbe-Aski Legal Services Corporation?	<p>working along side as someone developing narrowing your voice / the encouragement support. SA sensitive worked with previous domestic abuse stories legal court system to happen</p>	<p>1-2-3-4-5-6 <u>5</u></p>
3. Have you ever been involved in a restorative justice circle or have had experience with one before?	<p>Working in V.W. Partnership. the ability Previous presentations already developed ^{to} not take love public speaking if giving stories heard what helped used cultural and traditional ways.</p>	<p>1-2-3-4-5-6 <u>5</u></p>

*recognizes
Self Care*

*having proper support
available*



INTERVIEW Questionnaire –rating sheet

Title of Position: _____ Name of Interviewer: _____

Candidate name: _____ Date: _____

<p>4. How comfortable are you with speaking to people individually and in large groups. Are you able to coordinate events?</p>	<p><i>Having our Voices Symposium Many presentations to TBP.</i></p>	<p>11-2-2016 (6)</p>
<p>5. What would you do if you were referred a client who was hesitant to participate in the restorative justice program?</p>	<p><i>find out the why, alternative ways Voluntary program - Educate and manage support. Encourage voice. Understand the person</i></p>	<p>11-2-2016 (6)</p>
<p>6. What computer skills do you have and what experience do you have with reporting, meeting deadlines, and keeping organized?</p>	<p><i>Very good.</i></p>	<p>11-2-2016</p>



INTERVIEW Questionnaire –rating sheet

Title of Position: _____ Name of Interviewer: _____

Candidate name: _____ Date: _____

<p>7. Part of this position is reaching out to community stakeholders, and legal personnel, what would be the steps you would take?</p>	<p><i>Edmonton Email - notification of Stakeholders - next making promises review Policy. tribal councils</i></p>	<p>1-2-3-4-5-6</p>
<p>8. What experience do you have working with the youth in your community?</p>	<p><i>14 teenager girls as house councilor Education bullying follow health canada health Calendar. able to work with all ages.</i></p>	<p>1-2-3-4-5-6</p>
<p>9. Do you have any mental health /first aid training?</p>	<p><i>Yes</i></p>	<p>1-2-3-4-5-6</p>



INTERVIEW Questionnaire –rating sheet

Title of Position: _____ Name of Interviewer: _____

Candidate name: _____ Date: _____

10. Why should we hire you in this position?	<i>feels more connected to this type of work & helping field</i>	<i>1 2 3 4 5-6</i>
		Total score: <i>60</i> /60



INTERVIEW Questionnaire –rating sheet

Title of Position: _____ Name of Interviewer: _____

Candidate name: _____ Date: _____

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? _____

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

Evaluator signature: _____



INTERVIEW Questionnaire –rating sheet

Title of Position: SADU Worker Name of Interviewer: Natashy Salatino-Mach
 Candidate name: Alana Odawa Date: June 25, 2020

Questions (Allow 20-30 minutes)	Comments	1-low, 6-high
1. Can you tell us a little about yourself?	<ul style="list-style-type: none"> - Indigenous woman with a passion for helping people - Always see the positive traits in people - Always on a learning journey and is very open to constructive criticism 	
2. What do you know about NAN Legal Services and why do you want to work for Nishnawbe-Aski Legal Services Corporation? ↳ SADU	<ul style="list-style-type: none"> - Worked here for almost 1 year - recieved first hand experience in SADU with Amie ↳ assisted in Honoring our Voices - wants to assist people with their healing journey - working with Amie has allowed her to understand how powerful a journey can be. ↳ Worked previously in this capacity 	
3. Have you ever been involved in a restorative justice circle or have had experience with one before?	<ul style="list-style-type: none"> - Working with VW would assist and bridge the gap → is able to deal with the raw feelings used in the circle → promoted cultural + traditional healings → while facilitating she felt honored that they were willing to trust her with their stories 	



INTERVIEW Questionnaire –rating sheet

Title of Position: _____ Name of Interviewer: _____

Candidate name: _____ Date: _____

<p>4. How comfortable are you with speaking to people individually and in large groups. Are you able to coordinate events?</p>	<p>Yes! ↳ has presentations all ready with relation to SADU -presentations done with resistive audiences</p>	<p>1-2-3-4-5-6</p>
<p>5. What would you do if you were referred a client who was hesitant to participate in the restorative justice program?</p>	<p>- talk and ask if there is reasonings behind it - find other ways of helping - Try showing it through a different lens - gives them a voice and shows them the positives of going through the program</p>	<p>1-2-3-4-5-6</p>
<p>6. What computer skills do you have and what experience do you have with reporting, meeting deadlines, and keeping organized?</p>	<p>Always completes all reporting + meets deadlines early to ensure all information is included ↳ covid has limited things but she continues to touch base</p>	<p>1-2-3-4-5-6</p>



INTERVIEW Questionnaire –rating sheet

Title of Position: _____ Name of Interviewer: _____

Candidate name: _____ Date: _____

<p>7. Part of this position is reaching out to community stakeholders, and legal personnel, what would be the steps you would take?</p>	<p>→ is able to reach out to stakeholders + CLW's. ↳ contacting the courts so that they know what can be provided ↳ always follow policy + checking in with manager ↳ not making promises</p>	<p>1-2-3-4-5-6</p>
<p>8. What experience do you have working with the youth in your community?</p>	<p>- Worked with 14 girls for 1 year - provided education to the youth such as topics of bullying.</p>	<p>1-2-3-4-5-6</p>
<p>9. Do you have any mental health /first aid training?</p>	<p>Yes Mental Health First Aid Safe Talk Wilderness First Aid / CPR</p>	<p>1-2-3-4-5-6</p>



INTERVIEW Questionnaire –rating sheet

Title of Position: _____ Name of Interviewer: _____

Candidate name: _____ Date: _____

10. Why should we hire you in this position?	<p>- feel that I am able to connect with people and will be able to help people more in this area</p> <p>- very passionate about helping people and this program is more geared towards that than the Big Law program.</p>	
		Total score: /60



INTERVIEW Questionnaire –rating sheet

Title of Position: _____ **Name of Interviewer:** _____

Candidate name: _____ **Date:** _____

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? _____

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

Evaluator signature: _____