

September 18, 2000

Lehann Landry
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Dear Ms. Landry

Congratulations! On behalf of Nishnawbe-Aski Legal Services, I am pleased to inform you that you have been selected for the position of Restorative Justice Worker. As you were advised at the interview, this offer of employment is tentative contingent upon the approval of the Board of Directors. Their decision regarding this offer of employment is expected by September 28, 2000. I will advise you of their decision immediately thereafter.

This position is located at the Matachewan First Nation. The communities, which you will serve, will include: Mattagami, Matachewan, Wahgoshig and Brunswick House. You will be expected to perform the job duties outlined in the attached job description.

The position shall commence on October 2, 2000. This position is offered on a contract, full time basis and will end on March 31, 2001, although we anticipate continued funding for this program.

Should you accept this offer, your starting salary will be \$32,000.00 per year. This position reports to Celina Reitberger, Restorative Justice Coordinator. Your working hours will be from 9:00 am to 5:00 p.m. Monday to Friday, each week, although traveling may occasionally extend your hours.

Acceptance of this position makes you eligible for the employee benefits outlined in the attachment to this job offer.

There is a six month probationary period for this position during which time your job performance will be regularly viewed. The purpose of this probationary period is to provide a period of on the job training, and to allow

both yourself and office to assess the employment decision prior to entering a long-term commitment.

Would you please contact me at your earliest convenience to advise me as to whether you are interested in accepting this position.

We are confident you will make a significant contribution to our organization and look forward to receiving your response to our offer of employment.

Sincerely,

Nishnawbe-Aski Legal Services

Per:



Sandra Bair
Director

Encl.

cc. Suzanne Withenshaw, Business Manager
Celina Reitberger, Restorative Justice Coordinator
Board of Directors

JOB OFFER ATTACHMENT

Pay and Benefit Outline for:

Leahan Landry

(Employee Name)

PAY

Your rate of pay will be \$32,000/year
The effective date will be.....October 2, 2000
Your pay period will be.....Bi-Weekly
You will receive your first pay on.....October 26, 2000

JOB CATEGORY

Your category of employment is.....full, contract
Your hours per week will be.....9:00 a.m. to 5:00 p.m.
Your contract ending date(if applicable) is.....March 31, 2001

PROBATIONARY PERIOD

Our company policy requires new employees to complete a probationary period. This allows both our office and the new employee to assess the employment decision prior to making a long-term commitment. During the probationary period, ongoing performance evaluations will take place. If and when the employee passes the probationary period, seniority will be calculated from the original date of employment. Further information on probationary policies are available in the Nishnawbe-Aski Legal Services' Personnel Policies and Procedures Manual.

Your probationary period will be.....6 months
Your probationary period will commence.....October 2, 2000

PAID VACATION AND HOLIDAYS

After completing 12 months you will be eligible for a paid vacation of 2 weeks. Additionally, you will be eligible for 12 paid statutory and other holidays as outlined in the Nishnawbe-Aski Legal Services' Personnel Policies and Procedures Manual.

BENEFITS

You will be eligible for the following benefits: life insurance, extended health insurance, short-term disability, and long-term disability.

- Note, this form is based on current policy and may change periodically.



RESTORATIVE JUSTICE PROGRAM

RESTORATIVE JUSTICE WORKER

Job Description

The duties, responsibilities and obligations of the Restorative Justice Worker are the following:

Under the Supervision of the Restorative Justice Coordinator:

- ❖ Complete training in facilitation of Community Accountability Conferencing (CAC)
- ❖ Visit the communities to determine their level of progress in CAC and to hold community meetings to educate and to determine needs and wishes.
- ❖ Liaise with Court, Judges, and Probation Officers to arrange for referrals to CAC.
- ❖ To Liaise with police to arrange for pre-charge referrals.
- ❖ To visit each community monthly to conduct CAC's.
- ❖ To meet with Community Justice Circles, Chief and Councils to provide updates on clients, in addition to meeting with Community Contacts to discuss training.
- ❖ To provide resources for Community Justice Circles and back up those who wish to conduct their own Community Accountability Conferencing.
- ❖ To maintain records of conferences and provide follow-up reports and final reports once agreements are completed.
- ❖ To provide database spreadsheet information on a quarterly basis.

On an ongoing basis, the Restorative Justice Workers will:

- Visit a community once a month and perform a conference as requested;
- Attend courts as they occur to liaise with Crown, Police, Probation Officers and Justice Committee to arrange conferences
- Hold community meetings to educate them in diversion and to determine needs and wishes on a bi-monthly basis;
- To submit monthly database and quantitative evaluation reports on or before the 7th of the month following the month being reported on.

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