



JOB DESCRIPTION

Talking Together Facilitator/IADR Advisory Support

Appendix A

DESCRIPTION:

Talking Together is funded by the Ministry of Children, Community and Social Services. The purpose of the program is to utilize a traditional/alternative justice approach to resolving child welfare/family matters in order to avoid unnecessary and potentially damaging litigation. The process used is the Circle in order to empower families to arrive at acceptable resolutions to matters. Circles are arranged and conducted by a Talking Together Facilitator. **IADR Advisory support will be provided throughout the year to the CCCN ADR roster, by the Talking Together Facilitator. The purpose is to provide/create opportunities to engage the roster in open and constructive conversations/opportunities, that address systemic oppression based on cultural inequities and promote awareness of cultural events and issues.**

DUTIES/RESPONSIBILITIES:

The duties, responsibilities and obligations of the Talking Together Facilitator/IADR Advisory Support 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 family 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 family, extended family and children twelve or over 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 Child Welfare agency;

- 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 Child Welfare agency;
- To contribute to the evaluation process under the direction of the Talking Together Manager;
- To liaise with the community initially to determine needs and wishes and educate them about the process and on an ongoing basis to keep them informed about the project;
- To liaise with Elders, frontline workers and Chief and Council as needed to garner support for the project and individual Talking Together Circles;
- Attend court as needed 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.

Additional Duties:

- To provide/create opportunities every month to engage the ADR roster in open and constructive conversations/opportunities, that address systemic oppression based on cultural inequities and promote awareness of cultural events.
- To ensure that the ADR roster becomes more knowledgeable about systemic oppressions and provide opportunities to confront and dismantle these oppressions in a good way.
- To provide an increased understanding of the 94 recommendations of the Truth & Reconciliation Committee and a sense of personal urgency in implementing the priorities.
- To reflect best practice using content that will include the principles of equity, diversity, inclusivity, AOP, and decolonization.

QUALIFICATIONS:

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. Ability to speak the language and knowledge of culture an asset. Experience and knowledge of the legal system is an asset.

ACCOUNTABILITY:

The Talking Together Facilitator is responsible to the Talking Together Manager for day-to-day activities and to the Executive Director for overall work performance. Candidate must adhere to confidentiality as outlined in the Corporation policy and protocols.