

Oct 22, 2023

CONFIDENTIAL

Natasha Salatino-Mach
Justice Programs Lead, Thunder Bay
C/o Nishnawbe-Aski Legal Services Corporation
Thunder Bay, ON

RE: Salary Adjustment

Dear Natasha,

An evaluation of your current duties and performance was completed on Oct 20, 2023. As a result, you were recommended for an annual salary increase and a title change from RJ Justice Program Coordinator to **RJ Justice Programs Lead**.

Your current annual salary is \$59,132 in salary band 6, grid position of 3. You will now be moved to salary band **7**, grid position **2** with a new annual salary of **\$65,223**. This adjustment will be retroactive back to **July 10, 2023**, when your duties were increased. You will receive your new annual salary adjustment and retro pay on your next payroll.

Natasha, thank you for all your continued hard work in the Restorative Justice Program. If you have any questions, please contact your HR to discuss.

Sincerely,



Colette Shwetz
HR Manager

Cc: Finance Department

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JUSTICE DEPARTMENT LEAD
Employee Performance Review

EMPLOYEE INFORMATION

Name **Natasha Salatino Mach** Employee ID _____
 Job Title **RJ Coordinator** Date **October 17, 2023**
 Department **Justice Department** Manager **Chantelle Johnson**
 Review Period **2023**

RATINGS

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Natasha shows great understanding of her position responsibilities and task on a daily basis.				
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Natasha goes over and above. Great quality of work Takes time to do it right.				
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Natasha is always where she needs to be an expected to be. Natahsa need to carve out time for self care.				
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Great initiative and intuition. Great at forecasting and troubleshooting scenarios				
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Listening skills - be intuitive to others peoples communication styles. Learn to meet people where they are. Be more accommodating and approachable empathetic and more understanding. Communication – Amazing communication strong skills				
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	I wouldn't depend on anyone more than Natasha.				
Overall Rating (average the rating numbers above)	29/30				

EVALUATION

ADDITIONAL COMMENTS I am recommending that Natasha be moved to Justice Programs Department Lead. Natasha will need to be moved out of the Pay band 6 category and moved to the pay band 7 I have attached the Job Description with the updated duties. Effective October 23, 2023

Retire - to July 10, 2023 65, 223. Effective October 23/23

GOALS (as agreed upon by employee and manager) I would like Natasha to take training in the areas of dealing with difficult people. As well as areas of of self care.
Excd training

VERIFICATION OF REVIEW

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature  Date _____
 Manager Signature  Date _____

Self-Evaluation Form

Employee Name: Natasha Salatino-Mach Job Title:

Date: October 16, 2023

Please complete the following information to help prepare for your performance review. Use the spaces provided to include appropriate comments about your job and your performance.

1. What do you consider to be the top three to five priorities of your job as you understand them?
 - 1) Ensuring that all staff have all of the information they require in order to do their jobs successfully and effectively. This would include being able to provide directives from the Director, information from relevant stakeholders, and updates on program related materials.
 - 2) Ensure the day-to-day running of the department as it is now are completed, and that required information is submitted to the director in a timely manner based on due dates and funding requirements.
 - 3) Ensure all funder related information is completed and submitted to the director and funders based on indicated due dates and funding requirements. This will include liaising with managers and staff to ensure information is updated and accurate in all workplans, activity reports and statistics before submission.
 - 4) Update all financial related information for the department based on submissions made to HRIS for programming related inquiries. As well as ensure that the director has accurate information to make decisions on large scale funding spending where required.
 - 5) Review, disperse/write, and submit program related proposals requesting additional funding from multiple agencies based on requirements. This will include but not be limited to; reviewing information provided by funders to see if the department is eligible, send relevant information to managers who's programs are eligible for the proposal, complete proposals through written or mathematical means based on the request of the director, review any possible submitted proposals for final evaluation before they are submitted to the Director.

2. What do you see as your greatest accomplishment or successful efforts since the beginning of your employment with Nishnawbe-Aski Legal Services Corporation?

My greatest accomplishment since beginning my employment with Nishnawbe-Aski Legal Services is assisting in expanding the current Restorative Justice Department with the current Director of Justice Programs. This would include assisting in the creations of the guns and gangs program, the pre-charge program, and assisting in the submission of multiple proposals in order to acquire additional funding for the department as a whole.

3. In what area or areas would you like to gain more experience, training or education?

I would like to have more managerial/leadership related training or education in order to assist the Director, and work with the managers to complete the required information. It would also be beneficial to have training in mediation/ ADR if that is a possibility. Also any other regularly used programs like ADOBE, excel, publisher etc.

Also, non-profit organization specific training would also be useful

4. What activities or trainings have you participated in to develop yourself professionally?

Although there are a great many number of trainings that the department has participated in, it has been very difficult to actively participate with many of these events. This is due to the requirements of planning, facilitating, and managing all of the programming from the background and ensuring that these events run smoothly. In many instances, there are also background items that come up during training that need immediate attention or have to be picked up while training is happening. This makes things very difficult when trying to complete required training, and makes it more of a preference to have an out of town facilitator to do the training or event to limit these types of activities.

5. What could you do to perform your job duties and assigned tasks more efficiently?

I would try to be more diligent in taking notes on all "meetings" to ensure we do not miss any required information, while also being more firm in due dates for staff when they are required to submit information.

I would also connect with HR more in order to ensure that all hiring is completed in a timely manner, and that staff have all of the information they need in order to complete their orientation and are successful in their position moving forward.

6. What are your primary *goals and objectives for your position and program as a*
_____ *worker?*

My primary goal is to ensure all staff in the justice department have all of the information, skills, and tools they will need in order to complete their jobs to the best of their ability. This will include liaising with managers, staff and other departments in order to ensure the overall program success.

7. What kinds of professional development activities would you like to do during the coming year?

- Leadership training
- Mediation training/ Alternative Dispute Resolution Training
- Additional justice related programming with a focus on Indigenous Law

8. Other Comments:



Nishnawbe-Aski Legal Services Corporation

Justice Department Program Lead

Job Description

Title: Justice Program Lead

Dept.: Justice Programs

Reports to: Director of Justice Programs

JD #:

Approved:

REVIEWED:

Summary

The Justice Programs Coordinator will report directly to and work closely with the Director of Justice Programs in ensuring the day to day operation of the department within the Justice Program umbrella. This includes the following programs: Restorative Justice, Youth Intervention, HUB, Bylaw, Pre-charge, SADV, Guns and Gangs, Victim Witness, and Talking Together.

Core Competencies:

- Experience and knowledge of the legal system is an asset.
- Experience working with NAN and in First Nation Communities.
- Excellent case and file management skills, administrative and coordination skills, stress management and time management skills, and ability to meet deadlines.
- Excellent communication skills both oral and written.
- Proficiency in the area of Financial Literacy (i.e budget review and drafting, reviewing cost breakdown proposals, and reviewing and approving budget related costs in the absence of the Director of Justice Programs).
- Proficient working knowledge of MS Office Software, internet, and general office equipment.
- Ability to speak Cree, Oji-Cree, Cree or Ojibway an asset.

Job Duties

The duties, responsibilities and obligations of the Justice Programs Coordinator are the following:

- Review all budget and administrative items including timesheets, leave requests, travel arrangement requests, purchase orders, cheque requisitions, claims and advances for all Justice Program Managers and approve requests as directed by/in absence of the Director of Justice Programs.
- Review all budget journal entries, and meet with Department Managers monthly to confirm financial spending under the oversight of the Director of Justice Programs.

Requirements

- A minimum a secondary school diploma, with related work experience in office administration,
- Experience in legal secretarial, law clerk, paralegal, or related field

Reporting

- The Justice Programs Coordinator is responsible to the Director of Justice Programs for day-to-day activities.

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.

File maintenance

- Ensure all paper and electronic files are maintained up-to-date.
- Ensure all client information is kept confidential and that client files are completed for statistical submissions
- Follow directives, guidelines, and policies for records management and file keeping policies.

Additional Duties and Responsibilities

- Provide coverage for the Program Director in conjunction with the Client Services Coordinator
- Complete all additional responsibilities and duties as assigned.

SALARY RANGE

Pursuant to current wage grid.