

Nishnawbe-Aski Legal Services Corporation

ᐱᓄᓂᓄᓂᓂ ᐱᓄᓂᓄᓂᓂ ᐱᓄᓂᓄᓂᓂ ᐱᓄᓂᓄᓂᓂᓂᓂᓂ
ᐱᓄᓂᓄᓂᓂᓂᓂᓂ

March 16, 2022

Gillian Schaible
Sioux Lookout, ON
C/o Nishnawbe-Aski Legal Services Corp.

RE: EXTENSION - Personal Leave of Absence

Dear Gillian,

We are please to inform you that your request to extend your leave of absence has been approved.

The leave shall be extended from **April 1, 2022**, till **May 9, 2022**, and will be governed in accordance with the Nishnawbe-Aski Legal Services Leave of Absence Policy. During your leave, you will continue to work up to 10 hours per week, submitting your hours to the Victim Witness Coordinator for approval.

We look forward to your return!

Sincerely,



Colette Shwetz
Human Resources Manager

Mailing Address:

1805 Arthur St. East
Unit 100
Thunder Bay, ON
P7E 2R6

Tel: (807) 622-1413
Fax: (807) 622-3024

Email: info@nonlegal.on.ca

Website:

[Http://www.nonlegal.on.ca](http://www.nonlegal.on.ca)



Head Office:

138-B Mission Rd. Fort William
First Nation, ON P7J 1K7



Nishnawbe-Aski Legal Services Corporation

VICTIM WITNESS LIAISON COORDINATOR

Job Description

Title: VWP Coordinator

Dept.: VWP Coordinator

Reports to: VWP Manager

JD #: VWP 0002

Approved:

REVIEWED: Oct 4, 2021

Summary

Since 2001, NALSC has offered support and assistance to victims of and witnesses to crimes. NALSC is seeking a person who can not only provide the type of traditional victim and witness support services required, but to also vigorously pursue additional opportunities for networking, resourcing, revamping and enhancement of the program.

The Victim Witness Coordinator (VWPC) is responsible for assisting the Manager and Victim Witness Liaison workers in all aspects of training, continuing development and implementation of the NALSC's direct services programs. The VWPC will provide direct assistance to individuals of all ages who have been harmed. The mandate of the Victim Witness Coordinator is to improve the quality of service to crime victims which can include individuals and/or communities. The VWC will act as an advocate, offer support, and ensure immediate needs are met. The Victim Witness Coordinator works under the supervision of the Victim Witness Liaison Program Manager.

Core Competencies:

- The ideal candidate will be empathetic, have a passion for helping others and want to make a difference in their community.
- Requires a level of assertiveness and proactive ability to ensure the interests of the program and the clients are being advanced effectively.
- Requires excellent communication skills and familiarity with the legal system and Aboriginal issues.
- Requires a level of assertiveness and proactive ability to ensure the interests of the program and the clients are being advanced effectively
- Ability to speak Ojibway or Cree will be considered a strong asset.

Job Duties

- To ensure the immediate needs of victims and witnesses are met following a referral and intake, for example, safety and security needs, court accompaniment, liaison with police officers, victim and family members, and / or Assistant Crown Attorney;

Additional Duties and Responsibilities

- Complete all additional responsibilities and duties as assigned.
- Other duties as assigned.

SALARY RANGE

Pursuant to current wage grid.

Temporary Duties – Till March 31, 2022

- Providing daily oversight and general support to the Victim Witness Program
- Collecting and submitting all staff timesheets/Leaves to Talking Together Manager for approval.
- Approve budget expenditures in line with approved Victim Witness Program budget
- Work with current Victim Witness Program Manager to complete required program reports.
- General administrative support to the Victim Witness Liaison workers.
- Review of additional duties and transition plan progress will be schedule for Dec 1, 2021.

Nishnawbe-Aski Legal Services Corporation

ᐱᓂᓂᓂᓂᓂᓂᓂ ᐱᓂᓂᓂᓂᓂᓂᓂ ᐱᓂᓂᓂᓂᓂᓂᓂ
L'riCLR'Δᓂ

Oct 6, 2021

Gillian Schaible
Sioux Lookout, ON
C/o Nishnawbe-Aski Legal Services Corp.

Mailing Address:

1805 Arthur St. East
Unit 100
Thunder Bay, ON
P7E 2R6

Tel: (807) 622-1413
Fax: (807) 622-3024

Email: info@nanlegal.on.ca

Website:

<http://www.nanlegal.on.ca>



Head Office:

138-B Mission Rd, Fort William
First Nation, ON P7J 1K7

RE: Personal Leave of Absence

Dear Gillian,

We are please to inform you that your request for a leave of absence has been approved.

The leave shall begin Oct 12, 2021, ending March 31, 2022, and will be governed in accordance with the Nishnawbe-Aski Legal Services Leave of Absence Policy. During your leave, you will continue to work up to 10 hours per week, submitting your hours to the Victim Witness Coordinator for approval.

In the event that you require more than the allotted weeks, you may submit a written request for an extension to the Executive Director at least 2 weeks prior to your scheduled return date.

We wish you all the best during your leave and look forward to your return!

Sincerely,

Colette Shwetz
Human Resources Manager



Nishnawbe-Aski Legal Services Corporation

VICTIM WITNESS LIAISON COORDINATOR

Job Description

Title: VWP Coordinator

Dept.: VWP Coordinator

Reports to: VWP Manager

JD #: VWP 0002

Approved:

REVIEWED: Oct 4, 2021

Summary

Since 2001, NALSC has offered support and assistance to victims of and witnesses to crimes. NALSC is seeking a person who can not only provide the type of traditional victim and witness support services required, but to also vigorously pursue additional opportunities for networking, resourcing, revamping and enhancement of the program.

The Victim Witness Coordinator (VWPC) is responsible for assisting the Manager and Victim Witness Liaison workers in all aspects of training, continuing development and implementation of the NALSC's direct services programs. The VWPC will provide direct assistance to individuals of all ages who have been harmed. The mandate of the Victim Witness Coordinator is to improve the quality of service to crime victims which can include individuals and/or communities. The VWC will act as an advocate, offer support, and ensure immediate needs are met. The Victim Witness Coordinator works under the supervision of the Victim Witness Liaison Program Manager.

Core Competencies:

- The ideal candidate will be empathetic, have a passion for helping others and want to make a difference in their community.
- Requires a level of assertiveness and proactive ability to ensure the interests of the program and the clients are being advanced effectively.
- Requires excellent communication skills and familiarity with the legal system and Aboriginal issues.
- Requires a level of assertiveness and proactive ability to ensure the interests of the program and the clients are being advanced effectively
- Ability to speak Ojibway or Cree will be considered a strong asset.

Job Duties

- To ensure the immediate needs of victims and witnesses are met following a referral and intake, for example, safety and security needs, court accompaniment, liaison with police officers, victim and family members, and / or Assistant Crown Attorney;

Additional Duties and Responsibilities

- Complete all additional responsibilities and duties as assigned.
- Other duties as assigned.

SALARY RANGE

Pursuant to current wage grid.

Temporary Duties – Till March 31, 2022

- Providing daily oversight and general support to the Victim Witness Program
- Collecting and submitting all staff timesheets/Leaves to Talking Together Manager for approval.
- Approve budget expenditures in line with approved Victim Witness Program budget
- Work with current Victim Witness Program Manager to complete required program reports.
- General administrative support to the Victim Witness Liaison workers.
- Review of additional duties and transition plan progress will be schedule for Dec 1, 2021.