

# Nishnawbe-Aski Legal Services Corporation

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Jan 24, 2022

Mary Spencer,  
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Toronto, ON  
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ORIGINAL

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Dear Ms. Spencer:

This letter is to inform you that your duties as Community Intervention Worker (.75) / Community Engagement Coordinator (.25) Kasibonika have been moved to one (1) position completely under the Restorative Justice Program. Your new title will be **Youth Intervention Team Lead** in the community of Kashechewan and the effective date for this change is **Feb 1, 2022.**

Your annual salary will remain at **\$55,000**, with no change to your benefits, pension, or banked/entitled vacation/lieu/sick credits.

A revised job description is attached to this letter for your review. If you wish to discuss or have any questions about the above, please contact Chantelle Johnson, Restorative Justice Manager.

Mary, thank you for your continued hard work and contribution to NALSC.

Sincerely,



Colette Shwetz  
Human Resources Manager



## Head Office:

138-B Mission Rd, Fort William  
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## NISHNAWBE-ASKI LEGAL SERVICES

# Community Intervention Worker (.75) Community Engagement Coordinator (.25)

### Job Description

## Community Intervention Worker (.75)

Nishnawbe-Aski Legal Services Corporation (NALSC) is a unique legal services office that provides legal, paralegal and law-related services to the members of Nishnawbe-Aski Nation (NAN).

Under the Community Intervention Initiative, a project funded by the Ministry of Children and Youth Services, the Community Intervention Worker (CIW) will be responsible for delivering and reporting on the implementation and progress of the initiative in the target communities funded under the project.

The Community Intervention Worker will play an important role in developing the local program and assisting young persons integrate into the community in a positive and meaningful way. To facilitate this process, the CIW will assist in the development of plans for special activities, individualized work placements and/or restitution activities and will monitor and supervise these plans towards their successful completion. The Community Intervention Worker will meet regularly with the probation manager and other relevant stakeholders to discuss individual client cases, develop community supervision plans and to evaluate progress of clients and the overall initiative.

### DUTIES & RESPONSIBILITIES:

- Attend training in Restorative Justice, and training on the facilitation of Restorative Justice Circles.
- To assist in acquiring meaningful placements to assist with Community Services hours for youth within the community, and meet with Probation Officers to discuss plans for community service hour completions.
- Monitor the conditions of community supervision orders and maintain regular contact with all youth completing community service hours monthly and work with the youth to deal with any problems that may arise such as transportation (provide when needed) and change of placement if needed.
- Provide updates to Probation Officers for their files with relation to individual cases.
- To encourage the use of Restorative Justice alternatives with relation to Pre-Charge and Post-Charge Referrals.
- Provide education to NAPS/OPP/ Local Law Enforcement on the use of pre-charge and post-charge referrals as required based on rotation schedules of officers.
- To Liaise with court, police, judges, and probation officers to arrange for referrals to divert charges to RJC.
- To assist in the evaluation of the progress of clients.
- Ensure that all clients report according to the terms of their orders.
- Follow-up on any counseling or referrals required as per supervision plans, deferred custody orders, and report progress to the case manager.

- Submit monthly database and quantitative evaluation reports.

#### Prevention:

- The worker is responsible for providing youth within the community activities designed to empower them and boost their self-confidence.
- Provide support to youth within the community when requested and provide information about support programs that may assist them.
- Empower youth through other programs within the community within a culturally supportive environment such as; on the land activities, discussions with elders, and information on traditional activities, teachings and history.
- Perform other related duties as required in furtherance of the mandate of this initiative and/or the Corporation.

## **Community Engagement Coordinator (.25)**

The Community Engagement Coordinator role will be funded by Ministry of the Attorney General, through the Victim Witness Liaison Program (VWLP). One of the mandates of the Victim Witness Program at Nishnawbe-Aski Legal Services is to provide culturally appropriate support to community members experiencing harm and violence. Acknowledging that not all persons who are harmed, or those who witness harm are referred to the VWLP Program, this position will work with communities to plan and implement community engagement activities related to healthy lifestyles, empowerment, and self-defense for all community members, with specific attention to ensuring vulnerable and marginalized community members can safely participate.

#### **DUTIES & RESPONSIBILITIES:**

- The worker is responsible for developing programming, inclusive to all community members, to be delivered in person or virtually to engage, empower and build resilience.
- Provide support to community members when requested and provide information about programs that may assist them.
- Within a culturally supportive environment engage in discussions with elders, knowledge keepers and Chief and Council to determine what can be done to engage and empower their community members.
- Offer support and mentorship to community based NALSC workers to plan and implement their own activities, presentation and initiatives that will promote a safer and healthier community.
- Perform other related duties as required in furtherance of the mandate of this initiative and/or the Corporation.

#### **SKILLS & ABILITIES:**

- Excellent Oral Communication Skills
- Have a genuine interest in seeing Youth develop and succeed.
- Have an understanding of how to build resilience in vulnerable populations
- Assertiveness
- Excellent Writing Skills
- Computer Proficiency Required
- High Degree of Professionalism & Discretion

- Organized
- Punctual
- Needs little supervision
- Self-Starter, Self-Motivated
- Ability to communicate in Ojibway/Oji Cree/Cree language an asset.

#### **ACCOUNTABILITY:**

The Community Intervention Worker is responsible to the Restorative Justice Manager, Probation Case Manager/Officer for day to day activities and overall work performance.

The Community Engagement Coordinator is responsible to the Victim Witness Liaison Program Manager for work planning and approval of community engagement activities.

The position will work out of a location to be determined and agreed upon by both the Restorative Justice Manager and the Victim Witness Liaison Program Manager, and is responsible for dedicating a minimum of five working days in one of the Nishnawbe Aski Nation communities. If travel is not possible, alternative ways of dedicating five working days a month will be arranged, i.e. virtual attendance.

#### **QUALIFICATIONS:**

Education in areas of the law, advocacy, social work, mental health or other related areas of study or work experience; some experience dealing with youth is preferred. Some experience and knowledge of Indigenous issues and the current legal system.

#### **SALARY RANGE:**

This position pay is upon experience. This is a full time position. It is not a managerial position.