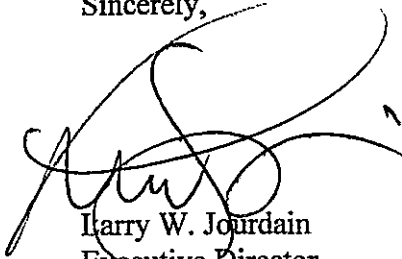


Please be advised that this offer of employment is conditional based on our receipt of a recent Criminal Records Check (the cost of which will be reimbursed by the Corporation).

We look forward to working with you and welcome you to the NALSC team!

Sincerely,

A handwritten signature in black ink, appearing to read "Harry W. Jourdain", written over a printed name and title.

Harry W. Jourdain
Executive Director

cc. Arlene Dodge, Special Projects Manager
Human Resources

Enc. Schedule A: Job Description



NISHNAWBE-ASKI LEGAL SERVICES

Schedule A

TALKING TOGETHER FACILITATOR

JOB DESCRIPTION

DESCRIPTION:

Talking Together is a pilot project funded by the Ministry of Children and Youth 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 "healing" circle in order to arrive at acceptable resolutions to matters. Circles are arranged and conducted by a Talking Together Facilitator.

DUTIES/RESPONSIBILITIES:

The duties, responsibilities and obligations of the Talking Together Facilitator are the following:

- To complete training in the facilitation of Talking Together Circles;
- To receive and confirm referrals from the Special Projects Manager or agency liaison;
- To open and maintain detailed and organized confidential files for each client;
- To report to the Special Projects Manager on a daily basis;
- To organize the Talking Together Circles including the briefing of all participants about the circle process and what will be expected of them;
- To facilitate the Talking Together Circles including drafting of final agreements arising from the circles and providing them to the participants as well as the coordinator and the agency;
- To provide follow up to ensure that the agreements are adhered to and reconvene follow up Talking Together Circles if required;
- To provide follow up reports and final reports once agreements are completed to the Special Projects Manager and the agencies involved;
- To contribute to the program evaluation process under the direction of the 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 pilot project;
- To liaise with Elders, frontline workers and Chief and Council as needed to garner support for the pilot project and individual Talking Circles.
- Attend court as needed to obtain referrals or report on the progress of matters if required.
- Prepare all reports as required by the Manager or the Executive Director.
- Cooperate and work with other NALSC staff for referral assistance
- Consult with NALSC staff lawyers or the Special Projects Manager as needed for issues requiring legal advice or direction

QUALIFICATIONS:

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. Secondary education will be considered if it is accompanied by extensive related experience in the area of restorative justice or child welfare issues. Experience or knowledge of the legal system is an asset. TTF must have excellent written and oral communication skills, good computer skills (including the ability to use a database), be professional, discreet and sensitive to the clients' circumstances in order to preserve their dignity and trust in the program.

ACCOUNTABILITY:

The Talking Together Facilitator is responsible to the Special Projects Manager for day to day activities and to the Executive Director for overall work performance.

Updated March 2007.