

FIRST NATION OF NACHO NYAK DUN (FNNND)

POSITION TITLE: Court Worker
DEPARTMENT: Health and Social
SUPERVISOR: Manager, Health and Social Programs
STATUS: Part Time Term
SALARY: \$ 22.50 rate per hour

JOB SUMMARY

Reporting to the Manager, Social Programs, the Court Worker will primarily be responsible to assist First Nation person(s) involved in the Criminal Justice system in obtaining a fair, just, equitable and culturally sensitive treatment; to increase access to justice by ensuring First Nation person(s) charged with an offence receive timely, accurate information throughout the court process; and to provide referrals to appropriate legal, community justice and social programs and facilitate communication between the accused and criminal justice officials.

The Court Worker will also team work with the Alcohol and Drug Counselor, Community Wellness Coordinator, Justice Officials, and other agencies that may be involved with justice related matters and promote wellness and prevention programs. Programs and services delivery shall be prioritized in conjunction with the Manager, Social Programs and Community Wellness team players subject to include: referrals to counseling, drug and alcohol treatment/prevention, rehabilitation programming, family violence prevention programming, education awareness initiatives, land-based community programming and programs and services on traditional teachings with Elders. The Court Worker will liaise and coordinate case/ work planning with social workers, family and other persons involved in justice matters. Programs and service delivery shall be delivered according to goals/objectives and the values of the FNNND's culture/tradition.

MAIN DUTIES

- Providing timely, accurate information about the justice system and how it works, including the right to speak on one's own behalf or to request legal counsel;
- Ensuring that Aboriginal clients understand the nature of the charges brought against them;
- Providing information about alternative methods of justice, such as sentencing circles and restorative justice, where available and appropriate;
- Helping to assess and interpret documents, forms and directions or conditions given by the Court;
- Increasing access to available resources and programs by providing information to clients about community support services, such as counseling and alcohol and drug treatment centers;
- Assisting clients with bail applications (where applicable); and
- Serving as a bridge between Criminal Justice officials and First Nation person(s) and communities, by providing a liaison function and facilitating communication

and promoting understanding, including assisting Criminal Justice personnel to become familiar with local community justice programs and services.

Court Worker will also provide services to court officials and clients:

- Assisting justice officials in understanding the culture, values and customs of First Nation person(s) as well as the social and economic situation of each client;
- Improving communication between First Nation clients and the justice system;
- Strengthening the relationship between the First Nation community and the formal justice system by creating a community partnerships, working on committees, providing information and promoting the Court Worker Program through activities such as presentations and workshops;
- Provide assistance to individuals who have some into contact with the Justice system: in RCMP lock-up, Court, other;
- Provide liaison between community members and crown and defense lawyers, and other members of the court system;
- Scheduling legal aid and lawyer appointment on behalf of community member requiring these services;
- Advocating for community members in need of legal aid; and
- Assisting youth in aspects of the justice system especially when parent is available.

Resource/Training/Communication activities:

- Regular attendance at community meetings where required;
- Regular attendance in court;
- Attendance and participation at all training initiatives arranged by Yukon in support of Yukon Court Worker Program; and
- Attendance and participation at all teleconferences arranged by Yukon in support of Yukon Court Worker Program.

KNOWLEDGE AND SKILLS

- Completion of Grade 12 with a minimum of two years post-secondary training and work experience in Justice or social services field and/or equivalency of training/experiences preferably in a First Nations work environment;
- Ability to take initiative, work independently and meet deadlines;
- Ability to be creative and visionary;
- Ability to team work and coordinate wellness/prevention programs and services, activities and events to the community;
- Ability to maintain strict confidentiality;
- Attain research skills (i.e. researching information from the internet, local community information, resources and library) to help prepare information for targeted based workshops and events;
- Have good computer skills, including word processing, internet and email, and public presentation skills (i.e. Microsoft Power Point);

- Ability to make referrals or seek resources as applicable;
- Knowledge of the tradition and culture of Yukon First Nations and FNNND citizens is an asset, including knowledge of spiritual beliefs and traditions and understanding the role of Elders in First Nation communities;
- Knowledge of alcohol/ drug prevention and social services and programs provided by the First Nation is an asset; and
- Ability to cope with stressful situations including deadlines, and potentially dealing with volatile citizens.

Program Management Skills:

- Effective communication and coordination skills to liaison with First Nation person(s) with diverse social needs, interests and backgrounds;
- Ability to independently plan, organize and coordinate diverse wellness/prevention case plans to meet the needs of the client;
- Ability to prepare proposals, work plans, budgets and activities reports;
- Ability to schedule appointments, daily reporting, activities and prioritize in order to effectively carry out duties in a timely manner;
- Good time management and organizational skills;
- Good record keeping and reporting skills; and
- Ability to assist and /or lead in case management.

Interpersonal Skills:

- Ability to work effectively with First Nation person(s);
- Ability to establish effective working relationships with community members and staff;
- Ability to demonstrate conflict resolution skills and assist in crisis situations in a calm manner;
- Ability to act as a positive role model for community members demonstrating the practices of a healthy lifestyle, including demonstrating stability, maturity, integrity and sobriety within the community; and
- Ability to work as a team player with the the Wellness Team and Social Programs department.

DECISION MAKING

The position reports to the Manager, Social Programs and will work closely with Justice Officials and the Wellness team to plan, coordinate and organize case plans and community wellness programs and services ensuring client needs are met as effective as possible. The position advises the Manager, Social Programs when issues or concerns arise that may adversely impact citizens. The position may participate in case management and works cooperatively with others in the best interests of the citizens.

IMPACT/ACCOUNTABILITY

This position is accountable for coordinating and organizing the best possible case plans and team work in community wellness/prevention programming for First Nation person(s) within establishes procedures by policy. The activities of the position directly impact the well-being and self-sufficiently of First Nation (s).

WORKING CONDITIONS

There is a requirement for travel within the community and occasional travel outside the community.

Physical Effort:

- Sitting, walking, driving and standing.

Physical Hazards Present:

- Harsh weather and road conditions;
- Inconsistent and varied work locations;
- Unsanitary/ infectious home conditions; and
- Unpredictable behavior of clients.

Spiritual Stress

May arise as many high risk First Nation person(s) are struggling with their own spirituality and beliefs and values may be inconsistent with the home.

Emotional and Mental Stress:

May arise due to the following conditions which are normal and may be expected in the job:

- High level of emotional clients;
- High level of conflict situations in client's lives;
- High level of dissatisfied clients;
- Constant interruptions;
- Potentially physical abuse from clients;
- Abuse present in clients' home; and
- Death and grieving issues with clients.

CONDITIONS OF EMPLOYMENT

- Position requires tact, diplomacy and discretion while dealing with sensitive information in a confidential environment;
- Valid Class 5 driver's license and abstract; and
- Security Clearance