



**First Nation of Na-Cho Nyäk Dun**  
**EMPLOYMENT OPPORTUNITY**

**Position Title:** Court Worker  
**Department:** Health and Social Programs  
**Salary Range:** \$ 22.50 per hour  
**Term:** Part Time 1 Year Term (37.5 Hours Bi-weekly)  
**Closing Date:** June 2, 2017

**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.

**Qualifications:**

**Education & Experience:**

- 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;
- Good written and oral communication skills;
- Ability to plan, organize and coordinate case planning, prevention programs and activities/events;
- Ability to establish and maintain good working relationships with staff, citizens and other agencies to gain their cooperation and assistance; and
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.

**Office Equipment Skills:**

- Computer skills (MS Word, Excel, Outlook, Power point)
- Phone, fax, copier

**Conditions of Employment:**

- Security Clearance
- Valid Driver's Licence/Abstract

For a copy of the job description and/ or to submit your cover letter and resume contact:

**Ronalda Moses, Manager, Human Resources**

**First Nation of Na-Cho Nyäk Dun**

**Phone: (867) 996-2265 Ext. #138**

**Email to: [humanresources@nndfn.com](mailto:humanresources@nndfn.com)**

***\*Preference may be given to First Nation of NaCho Nyäk Dun Citizens***

