

JOB POSTING

MI'KMAQ CONFEDERACY OF PRINCE EDWARD ISLAND

MCPEI Aboriginal Justice Coordinator/ Executive Assistant

POSITION OVERVIEW

The Mi'kmaq Confederacy of PEI's Aboriginal Justice Program (AJP) seeks to meet the needs of Aboriginal people engaged with the Canadian Justice System by providing support, raising awareness and developing community capacity. Through funding from Justice Canada's Aboriginal Justice Strategy and the PEI Department of Justice and Public Safety, the program provides Aboriginal people with a greater voice in the administration of justice by expanding knowledge and creating higher levels of understanding.

Reporting to the Director of Aboriginal Justice, the Aboriginal Justice Coordinator/Executive Assistant is responsible for the effective and efficient casework management services and administration to the director of the Aboriginal Justice Program in accordance with all relevant policies and procedures.

DUTIES RELATED TO CASEWORK

- Maintain documentation, records and systems that are essential components of good program management that demonstrates services are being delivered.
- Maintain up-to-date client files that track and evaluate participation and progress in the program.
- Coordinate and participate in justice circles.
- Connect and work with the client's parent/guardian, specifically for youth clients.
- Liaise and network with relevant Aboriginal and non-Aboriginal community agencies and services.
- Make referrals to Aboriginal and non-Aboriginal community agencies and services and seek regular oral and/or written updates.
- Provide support and assistance to clients who participate in the Aboriginal Justice Program.
- Assist Aboriginals by helping them navigate through the Criminal Justice System.
- Provide referrals to clients for appropriate services and maintain records of referrals.
- Advocate on behalf of the clients and liaise with other professionals as required.
- Maintain confidentiality regarding cases which the Aboriginal Justice Program is privy to.

DUTIES RELATED TO THE ABORIGINAL JUSTICE PROGRAM

- Maintain documentation, records and systems that are essential components of good program management that demonstrates services are being delivered.
- Attend and participate in committee meetings with organizations related to program delivery.
- Coordinate the Annual Aboriginal Justice Forum and the Aboriginal Youth Justice Summer Camp.
- Establish and maintain relationships and partnerships with Elders, community services, groups, agencies, etc.
- Network with community agencies and the justice system.
- Create awareness for the community regarding the Aboriginal Justice Program and justice issues.
- Compile, develop and maintain database of resources.
- Identify gaps and needs to deliver educational workshops and presentations.
- Work in partnership with members of the Judiciary.
- Actively promote and participate in community events to build capacity.
- Work within an Aboriginal culturally competent framework.
- Participate in public education awareness activities.

DUTIES RELATED TO ADMINISTRATION

- Maintain documentation, records and systems that are essential components of good program management that demonstrates services are being delivered.
- Monitor & report on progress of activities and projects.
- Respond to correspondence and information requests as required.
- Effectively communicate to the director any related program developments or concerns.
- Prepare meeting notes and make arrangements for committee and other stakeholder meetings.
- Draft briefing notes, correspondence, and minutes from meetings.
- Scheduling appointments and organizing meetings.
- Participate in relevant conferences, training workshops and related courses and meetings for professional development as required or directed.
- Maintain quality control in the handling of files, reports, briefing notes, and correspondence.
- Build a productive, cooperative working climate within the organization and with other stakeholders.

WORKING CONDITIONS

Physical, Environmental, Sensory, Mental

Physical Demands

The Aboriginal Justice Coordinator/Executive Assistant will spend long hours sitting, standing, and using office equipment and computers which can cause muscle strain. The Aboriginal Justice Coordinator/Executive Assistant may be lifting equipment and materials up to 25 lbs. using appropriate lifting techniques; bend, push, pull, grip, reach, kneel, crouch using good body mechanics, including walking, sitting, standing and climbing stairs.

Environmental Conditions

The Aboriginal Justice Coordinator/Executive Assistant is faced with constant interruptions and must meet with others on a regular basis. The Aboriginal Justice Coordinator/Executive Assistant may come in contact with community members who are ill and/or contagious and must take precautions to ensure the health and safety of all individuals including self. The Aboriginal Justice Coordinator/Executive Assistant will be required to move throughout the community.

Sensory Demands

Traditional Medicines and healing practices are utilized in ceremonies and circles; these may affect senses and respiratory system. The Aboriginal Justice Coordinator/Executive Assistant will be working in a busy and occasionally noisy environment. The Aboriginal Justice Coordinator/Executive Assistant must be very adept at listening to others and spending long hours on the computer preparing detailed reports which requires attention to detail and high levels of accuracy.

Mental Demands

There are regular deadlines associated with this position which may cause stress. The Aboriginal Justice Coordinator/Executive Assistant must deal with a wide variety of people and will have to manage a number of requests and situations at one time.

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent working knowledge of Microsoft Office (Word, Excel, and Powerpoint) applications.
- Excellent communication skills and well developed problem-solving skills.
- Conflict resolution with ability to interact diplomatically, tactfully and confidentially.
- Well-developed organization and prioritization skills.
- Ability to work effectively as a member of a team or individually.

- Excellent case management skills and ability to interpret and apply policy/procedures.
- Ability to provide culturally competent and supportive services.
- Ability to use negotiation and mediation strategies.
- Ability to maintain discretion regarding the confidentiality or disclosure of specific cases.
- Ability to multi-task and use analytical & problem solving skills.
- Ability to demonstrate effective verbal, presentation and listening skills.
- A wide degree of creativity and latitude is required.
- Ability to develop collaborative and professional working relationships with community and Aboriginal and non-Aboriginal agencies.

PERSONAL SUITABILITY

- Willingness to take on a significant challenge and driven to succeed.
- Very good judgment, strong inter-personal skills, professionalism and strong leadership qualities.
- Possess cultural awareness and sensitivity.
- Ability to focus on meeting deliverables within the required timeframe.

HOURS OF WORK

Hours of work will be in accordance to the standard hours of operation at the Mi'kmaq Confederacy of PEI (Summer hours are 8:00am-4:00pm and Winter hours are 8:30am-4:30pm). A standard work week for this position is 37.5 hours unless otherwise specified in the employment contract. There will also be additional hours worked to accommodate for meetings/workshops related to the position.

QUALIFICATIONS

- Post-secondary education in social sciences or a justice related field (i.e. corrections, probations, policing, etc.) with a minimum of 3 years' experience working with clients and case management.
- Ability to acquire and apply knowledge of the Criminal Justice System, restorative justice and conflict resolution.
- Knowledge of services provided by community and governmental agencies for Aboriginal people.
- Knowledge of Aboriginal culture, history and justice issues and the ability to work in a culturally sensitive manner.
- Excellent leadership, professionalism, inter-personal and communication skills.
- Proficiency in Microsoft Office applications.
- Must be able to maintain confidentiality.
- Ability to work flexible hours.
- Must hold a valid driver's license.
- Acceptable criminal record check.
- Preference will be given to Aboriginal people.

PROBATIONARY PERIOD

Upon commencement of employment, the Aboriginal Justice Coordinator/Executive Assistant will be placed on a (6) six month probationary period. An extended period of probation may be instituted at the discretion of the Director of Aboriginal Justice. An Employee Performance Appraisal will be completed at the end of the probationary period and will occur once annually thereafter.

This is a full time contract position. Location of work will be in Charlottetown, PEI. The deadline to apply for this position is **March 16, 2017 at 4:00 pm**. For full job description, go to www.mcpei.ca. Please email your resume and cover letter to tbernard@mcpei.ca or mail to:

Mi'kmaq Confederacy of PEI
Attn: Tabatha Bernard
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