

**Job Description**

**MCPEI Aboriginal Case Worker/ Executive Assistant**

**POSITION OVERVIEW**

The Mi'kmaq Confederacy of PEI's Aboriginal Justice Program (MCPEI 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 Office of the Attorney General, the program provides Aboriginal people with a greater voice in the administration of justice by expanding knowledge and creating higher levels of understanding. This program is made possible through the collaboration and participation of Lennox Island and Abegweit First Nations, the Native Council of PEI, and the Aboriginal Women's Association of PEI.

Reporting to the Director of Aboriginal Justice, the **MCPEI Aboriginal Case Worker/Executive Assistant** is responsible for providing casework services and assisting in the administration of the Aboriginal Justice Program. This position is also responsible for other general office administration as required.

**DUTIES RELATED TO CASEWORK**

- Prepare intake reports.
- Develop, maintain and update client case management files.
- Coordinate and participant in justice circles.
- Provide referrals to clients for appropriate services and maintains records of referrals.
- Assist clients to develop plans of action while providing necessary support and assistance.
- Assist clients in locating and utilizing community resources including legal, financial assistance, housing, employment, and other referral services.

**DUTIES RELATED TO THE ABORIGINAL JUSTICE PROGRAM**

- Coordinate in organizing the Annual Aboriginal Justice Forum, Circle Keeper Workshops, Aboriginal Youth Justice Summer Camp, meetings, conferences, etc.
- Maintain confidentiality regarding cases which the MCPEI Aboriginal Justice Program is privy to.
- Assist in identifying best practices and adapt program to meet needs within the local First Nations communities.
- Organize and facilitate information sessions, focus groups, and workshops.
- Compile, develop and maintain database of resources.

**DUTIES RELATED TO ADMINISTRATION**

- Effectively communicate program concerns and keep the Director of Aboriginal Justice informed of any related program developments or concerns.
- Provide the Director of Aboriginal Justice with a regular progress report on work plan.
- Build a productive, cooperative working climate within the team, the organization and with other stakeholders.
- Maintain a detailed work plan and provide regular status updates to the Director of Aboriginal Justice.
- Prepare agendas and make arrangements for committee and other stakeholder meetings;
- Draft briefing notes, correspondence, and minutes from meetings.
- Attend meetings for training purposes and to gather information.
- Maintain quality control in the handling of files, reports, briefing notes, and correspondence.

## **WORKING CONDITIONS**

### Physical, Mental, Visual

Minimal physical activity is required. There may be occasional periods of travel away from the office environment (1 to 3 days at a time).

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Possess a solid understanding of restorative justice theories and models;
- Experience in case work;
- Demonstrate a knowledge of the criminal justice system;
- Demonstrate a knowledge of relevant municipal, territorial and federal legislation, policies and procedures;
- Proficient with basic computer software applications including word processing, spreadsheets and financial management software;
- Ability to maintain discretion regarding the confidentiality or disclosure of specific cases;
- Ability to multi-task, identify priorities, and maintain a detailed work plan.
- Ability to use analytical and problem solving skills;
- Ability to demonstrate effective verbal, presentation and listening skills.

## **PERSONAL SUITABILITY**

- Willingness to take on a significant challenge and driven to succeed. Very good judgment, strong inter-personal skills, strong written communication skills, effective analytical skills, initiative, willingness to be a team player;
- Ability to maintain professionalism while working under stressful situations;
- 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 8:00a.m.-4:00p.m. and Winter hours are 8:30a.m -4:30p.m.). 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**

- Minimum of Post-Secondary education or equivalent;
- Knowledge of restorative justice and the Canadian Criminal Justice System;
- Knowledge of the challenges and opportunities First Nations face in regards to justice and crime;
- Experience developing work plans and writing complex reports;
- Experience in organizing meetings and conferences;
- Demonstrate excellent interpersonal and communication skills;
- Able to travel for extended periods (up to three days at a time);
- Must hold a valid driver's license; and
- Acceptable criminal record check.