

# EMPLOYMENT OPPORTUNITY

## MCPEI Aboriginal Case Worker/Executive Assistant

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 duties as required.

### DUTIES

- Develop, maintain and update client case management files.
- Coordinate and participant in Aboriginal Justice Circles.
- Assist clients to develop healing plan while providing support.
- Assist clients in locating and utilizing community resources.
- Coordinate and facilitate training, conferences, and workshops.
- Draft briefing notes, correspondence, and minutes from meetings.
- Scheduling appointments and organizing meetings.
- Prepare presentations and reports.

### QUALIFICATIONS

- Post-Secondary education in social work and/or administration.
- Minimum 5 years' experience working with clients and case management.
- Knowledge of restorative justice and the Canadian Criminal Justice System.
- Proficiency in Microsoft Office applications.
- High confidentiality standards and ability to exercise good judgment.
- Ability to multitask among several competing priorities.
- Demonstrate excellent interpersonal and communication skills.
- High professionalism.
- Must hold a valid driver's license.
- Acceptable criminal record check.
- Preference will be given to Aboriginal candidates.

This is a full time contract position until March 31, 2017 with a possibility of extension. Location of work will be in Charlottetown. The deadline to apply for this position is **May 27, 2016 at 4:00 pm**. Please email your resume and cover letter to **tbernard@mcpei.ca** or mail to:

**Mi'kmaq Confederacy of PEI (MCPEI)**  
**Attn: Tabatha Bernard**  
**200 Read Drive**  
**Summerside, PE**  
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