

JOB POSTING

MCPEI Aboriginal Case Worker/ Executive Assistant

POSITION OVERVIEW

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.
- Provide referrals to clients for appropriate services.
- Assist clients to develop plans of action while providing support and assistance.
- Assist clients in locating and utilizing community resources.
- Coordinate and facilitate information sessions, conferences, and workshops.
- Draft briefing notes, correspondence, and minutes from meetings.
- Develop work plans and write complex reports.

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 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.
- Acceptable criminal records check.
- Preference will be given to Aboriginal candidates.

This is a full time contract position until March 31, 2016. Location of work will be in Charlottetown. The deadline to apply for this position is **August 1, 2014 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

200 Read Drive

Summerside, PE

C1N 5N7

Mi'kmaq Confederacy of Prince Edward Island

Job Description

MCPEI Aboriginal Case Worker/ Executive Assistant