



ODAWA NATIVE FRIENDSHIP CENTRE

EMPLOYMENT OPPORTUNITY – FULL-TIME **Indigenous Community Justice Program Coordinator** **Deadline for applications: January 21, 2022**

The Odawa Native Friendship Centre (ONFC) is a non-profit organization serving the Indigenous community in the Ottawa-Carleton Region of Eastern Ontario and surrounding communities.

The Vision of ONFC is to ensure a thriving and resilient community. Odawa strives to enhance the quality of life of Indigenous People in the Capital region; to maintain a tradition of community, an ethic of self-help and development as well as to provide traditional teachings from our elders.

JOB SUMMARY

The Community Justice Program (ICJP) is a diversion program – providing an avenue for traditional Indigenous justice measures and alternative resolutions. Successful completion of the program results in the approved criminal charges being withdrawn. This program has a standing protocol agreement with the Crown Attorney's Office of Ottawa. The ICJP Coordinator will support Indigenous people in the greater Ottawa area charged with criminal offences regardless of previous involvement in the Criminal Justice system.

REQUIREMENTS

- Post-secondary diploma/degree or equivalent in Social Justice Services, Alternative Justice, Law, Criminology, Law and Justice, Law Enforcement, Social Work, Psychology, and/or minimum of three (3) years' work in extensive social or justice services environment.
- Understanding of the Canadian Criminal Justice System, Indigenous Justice strategies and Alternative Justice methods.
- Ability to articulate criminal and social justice issues with knowledge of legislation, commissions, inquiries and cases relevant to Indigenous Justice issues and programs.
- Extensive knowledge and awareness of Indigenous culture and history, with particular emphasis on systemic issues.
- Ability to engage professionally and effectively with vulnerable individuals and community partners
- Excellent communication skills; excellent interviewing, counselling, recording and data collection skills.
- Excellent time management skills and ability to meet critical deadlines and urgent matters.
- Ability to speak Ojibwe, Cree, Inuktitut or other Indigenous language an asset.
- Superior analytical and decision-making skills; ability to problem solve and take initiative.
- Effective crisis intervention skills.
- Proficiency in Microsoft Office including database applications, and email.
- Ability to maintain the statistical reports of program clients and services and submit required reports in a timely manner.

- Capacity to engage community for stable network of volunteer council members and Elders, knowledge keepers.
- Ability to work flexible hours, including evenings and/or weekends.
- A clear criminal reference check (CPIC) and Vulnerable Sector Clearance will be a condition of employment.
- Must have a valid Ontario Class G Driver's License and provide a clear driver's abstract.
- The incumbent must establish a collaborative working relationship with the local justice personnel (Judges, Justice of the Peace, Duty Counsel, Defense Lawyers and Crown Attorneys) in the advocacy of the diversion of clients to the Indigenous Community Justice Program.

WORK ENVIRONMENT

- Flexibility and adaptability are necessary in our fast-paced organization.
- Working conditions and locations may vary due to the changing needs of clients.
- Work regular business hours with some overtime when required.
- Evening and weekend work when necessary.

SALARY

To be determined based on experience and education.

If you are interested and meet the above criteria, and are fully vaccinated please send your résumé and cover letter telling us why you think you'd be a great addition to the ONFC team to aarmstrong@odawa.on.ca by January 21, 2022.

Indigenous (First Nations, Inuit and Métis) candidates will be given priority, please self-identify.

The Odawa Native Friendship Centre is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants for their interest, however, only those selected for an interview will be contacted.