



**Ne-Chee Friendship Centre
Requires**

2 – Full Time Native Inmate Liaison Officers

Under the supervision of the Staff Manager, together with the Ministry of Community Safety and Correctional Services, the Native Inmate Liaison Officers work primarily on-site at the Kenora District Jail to address the needs of Indigenous inmates.

Responsibilities

- To act as a liaison to facilitate communication between Indigenous inmates, their families, institutional staff & other community resources
- Develop, organize and coordinate regular cultural, social & spiritual programming and activities
- To act as a resource with the admission and release of Indigenous inmates
- Establish active community involvement and participation of volunteers in institution programs
- Prepare and submit regular reports pertaining to program activities and clients
- Coordinate and facilitate individual and/or group counselling to Indigenous inmates

Qualifications

- Experience working in correctional or justice setting is an asset
- Previous experience working in an Indigenous organization or community
- **Working knowledge of Indigenous culture, customs & practices**
- Positive attitude & demonstrated capacity to act as a healthy lifestyle role model
- Able to work independently with minimal supervision
- Strong communication skills, oral and written
- Ability to speak Ojibway, Cree or Oji-Cree is a definite asset
- Computer literacy skills are essential
- Valid driver's license and access to a vehicle is preferred
- Must possess current First Aid / CPR certification or able to be certified

*** A Current Vulnerable Persons Check will be required upon offer of employment**

BENEFITS: **Comprehensive benefit package with pension**

DEADLINE: Ongoing until position is filled

Please submit your **resume** along with a **cover letter** & **three references** to: **Ne-Chee Friendship Centre** - P.O. Box 241, 326 Second Street South, Kenora, ON P9N 3X3 Fax: (807) 468-5340 E-Mail: staffmanager@nechee.org