



**Ne-Chee Friendship Centre
requires a
F/T Indigenous Family Courtworker**

The Indigenous Family Courtworker is responsible to the policies and directions as determined by the Board of Directors of the Friendship Centre and under the direct daily supervision of the Executive Director. The primary role of the Indigenous Family Courtworker is to assist Indigenous persons who come into contact with the Youth, Family and/or the Child Protection court process to better understand their rights, options and responsibilities.

RESPONSIBILITIES:

- Liaison between the client and court administrators
- To be knowledgeable of and to work with community agencies and referral sources to meet clients' needs
- Work with Friendship Centre programs to promote a coordinated client services approach to ensure clients' needs are addressed
- To attend meetings, workshops, seminars and conferences that relate to Courtworker's duties
- Prepare accurate monthly, quarterly and annual reports and enter all required data on database

QUALIFICATIONS:

- Post-secondary degree or diploma in the following fields, Alternative Justice, Law, Criminology, social or human services; or relevant accredited training combined with work related experience
- Knowledge of the judicial system, and relevant legislation, specifically the Youth Criminal Justice Act and the Child and Family Services Act
- Must possess excellent interviewing and counseling skills
- Extensive experience working with Indigenous people, communities and organizations
- Ability to speak Ojibway, Cree or Oji-Cree is a definite asset
- Knowledge of Indigenous values, traditions and practices
- Superior verbal and written communication; Working knowledge of computer software programs
- Valid driver's license and access to vehicle

Comprehensive benefit package including a pension plan

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

****References will be required if contacted for an interview**

DEADLINE: Open Until Filled

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

We wish to thank all applicants, however, only those selected for an interview will be acknowledged.