

Employment Opportunity

Position: **Native Inmate Liaison Officers (NILO)**
Status: Full-time Contract
Opening Date: December 15, 2020
Location: Thunder Bay, ON

Posting Reference #: NTC-NILO -2020-12-15
Contract End Date: March 31, 2023
Closing Date: January 4, 2021

The Nokiiwin Tribal Council is a not for profit organization that provides advisory services to member First Nation communities within the Robinson Superior Treaty area. Nokiiwin is seeking an experienced, knowledgeable, self-motivated **Native Inmate Liaison Officer (NILO)**.

Under the general direction of the Access to Justice Manager, the Native Inmate Liaison Officer will assist inmates serving terms of imprisonment in their successful reintegration into the community by providing culturally relevant programs, services and activities aimed at promoting Aboriginal Healing and Wellness.

KEY RESPONSIBILITIES:

- Plan, organize and facilitate Indigenous Programs and activities on a regular basis, providing an itinerary of events as requested by the institution.
- Interview all Native inmates upon admission to inform them of programs and services available.
- Complete a NILO Programming Intake form on all offenders, record all client contact information on the NILO client contact sheet and submit monthly statistics on the NILO Statistics Form.
- Attend and participate in meetings at the institution such as staff meetings, case conferences, program committee meetings, temporary absence committee meetings and other meetings as requested.
- Act as a resource to the Parole Board if requested with respect to native programming, cultural and spiritual issues.
- Assist indigenous inmates with the development and verification of Temporary Absence plans for work, education or treatment etc.
- Act as a liaison between indigenous clients and staff/community groups. Probation and Parole services, Elders, and Spiritual Teachers., Native community corrections workers and other service providers.
- Assist corrections staff in developing an awareness of the indigenous culture by providing training sessions to staff as per request by the institution.
- Facilitate communication between indigenous inmates, their families, institutional staff and other agencies.
- Assist with the development of discharge plans for indigenous inmates.
- Prepare and submit regular reports and statistics pertaining to programs, activities and clients to the Superintendent or designate and agency Executive Director as required.

MINIMUM QUALIFICATIONS:

- Demonstrated knowledge of Aboriginal Culture and spirituality
- Demonstrated experience/education in counselling men and women of Aboriginal descent
- Related post-secondary degree or diploma
- Experience in program facilitation and demonstrated teaching skills
- Experience working with First Nations individuals
- Demonstrated knowledge of the principles surrounding care and control of inmates and experience working in a correctional facility.
- Skills in prioritizing tasks, managing time
- Good writing and organizational skills
- Demonstrated working knowledge of computers and associated software
- Use of an automobile, valid driver's license and appropriate insurance are required.
- Satisfactory Criminal Record Check including Vulnerable Sector Screening Check

Please send your cover letter, resume, and 3 work-related references by:

4:00 p.m. Monday January 4, 2021
(Reference # NTC-NILO -2020-12-15)

Attention: Human Resources
Nokiiwin Tribal Council
384 Fort William Road, Thunder Bay, ON, P7B 2Z3
E-mail: hr@nokiiwin.com
Fax: (807) 474.4238

For a complete job profile, please visit our website www.nokiiwin.com



Only candidates who meet the qualifications and are granted an interview will be contacted.