



# Justice Worker

Reporting to Child & Family Wellbeing Manager

Child & Family Wellbeing Department/Health & Social Services

**PERMANENT  
FULL-TIME @ 35 HOURS  
PER WEEK**

**Normal Work Hours:**  
Monday – Thursday:  
8:15am to 4:30pm  
&  
Friday:  
8:15am to 1:15pm  
  
**This is an in-office  
position.**

**Salary:**  
Start Rate - **\$32.07 to  
\$34.77 per hour\***  
  
\*While Alderville First  
Nation Salary Grid will  
apply – **start rate will be  
commensurate with  
experience.**

**Benefits:**

- ☑ Paid Vacation!
- ☑ Paid time off over  
Holiday Shutdown!
- ☑ 14 Statutory  
Holidays!
- ☑ Paid Sick Leave!
- ☑ Group Health &  
Dental Benefits  
including Long-term  
Disability (LTD) and  
Employee Family  
Assistance Program  
(EFAP)!
- ☑ Pension Plan with  
Employer Match!

**JOB SUMMARY:**

The *Justice Worker* is responsible to support and enhance the ability of Indigenous individuals to navigate the justice system. This involves providing essential information about criminal processes, connecting clients to appropriate legal and social resources, and advocating for their needs with the system with an Indigenous Worldview.

**KEY JOB FUNCTIONS:**

- Provides client services using case management techniques such as relationship building, case noting, advocacy and referrals.
- Maintains partnerships with judicial and community resources in the implementation, development, and maintenance of the Justice Program.
- Engages in creating impactful release plans, advocates for service accessibility, and liaises effectively with justice personnel.
- Provides culturally informed, community-controlled justice alternatives that respect and integrate traditional Indigenous values.

**Duties & Responsibilities:**

- Offers support and help individuals navigate the justice system by providing information to Indigenous accused and family members about criminal processes.
- Refers clients to appropriate legal resources such Defense Counsel Listings, Legal Aid, and clinics.
- Assist self-representing individuals with obtaining correct court documents and supporting clients with skills and information to complete court documents
- Creates release plans with clients, in which referrals are made to the appropriate social, education, employment, health, AFN Community and other resources based on their needs.
- Advocates for appropriate services to the client and follows up on referrals.
- Provides information of a general nature, or referrals, to other Indigenous persons involved in the justice system (e.g., referring victims or members of the person’s family to counselling services)
- Canvassing diversions for the accused with justice personnel.
- Explains diversion process to the client.
- Networks and liaises between client and justice officials, i.e., lawyers, police, the judiciary, and Probation.
- Keep apprised of relevant legislation or policy changes in relation to the judicial and social services fields.

**MINIMUM QUALIFICATIONS:**

- Relevant post-secondary education (i.e., Social Service Work, Criminology and/or Indigenous Studies).

*Specialization Required:*

- Minimum two (2) years’ work experience in Indigenous client services and/or case management.
- Knowledge of the judicial system, Criminal Code, and other related federal and provincial statutes, and related court decisions regarding Indigenous persons.

- Ability to work flexible hours, including evenings and/or weekends.
- Ability to receive appropriate referrals on behalf of program service users.

*Considered an asset:*

- Strong understanding of relevant legislation including the *Child, Youth and Family Services Act* and the *Family Law Act*, and *Divorce Act*.
- Knowledge of the criminal justice system and programs and services available to clients in the surrounding area.
- Knowledge of Ontario family court procedures.
- Knowledge of PIPPA, PHIPPA and PIPEDA legislation.
- Experience in crisis intervention with solid interviewing and counselling skills.
- Knowledge of Indigenous culture and practices.
- Experience in program development, data collection, data management, file maintenance, proposal writing and evaluation.

*Minimum Requirements:*

- CPR and First Aid, and AED; ongoing renewal as required to maintain current certification.
- Criminal Reference check and Vulnerable Sector Search are required if employment is offered.
- Must have valid class 'G' Ontario Driver's License, \$1M liability insurance and access to reliable transportation.

**PREFERRED EXPERIENCE:**

- Demonstrated experience dealing with personal and confidential information and issues in a mature, tactful and diplomatic manner.
- Proven ability to manage competing demands and assess changing priorities.
- Proven ability to work with a wide range of individuals.
- Ability to work independently and manage a regular caseload of clients with minimum supervision.
- Firm understanding of rights of families, including parents and children in family court proceedings.
- Strong communication skills, with the ability to build positive work relationships with external agencies and justice stakeholders.
- Good organizational and administrative skills.

**\*\* For full job description, contact Human Resources\*\***

**DEADLINE TO APPLY: *Tuesday, January 7<sup>th</sup>, 2025.***

**HOW TO APPLY:** Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference).

**HOW TO CONTACT:** Human Resources Recruitment  
Phone: 905-352-2011 ext. 217  
Email: [humanresources@alderville.ca](mailto:humanresources@alderville.ca)

**Note:**

Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

*Chief & Council retain the right to make the final decision on the selection of the successful candidate.*