

Vuntut Gwitchin Government

A. Identification:

Position Title: Justice Coordinator

Department: Health, Social & Recreation Department

Supervisor: Manager, Mental Health and Social Programs

Date: April 2010

Status: Full-time

Level:

B. Job Summary:

Reporting to the Manager, Mental Health & Social Programs this position is responsible for supporting and supervising clients that are diverted from the Territorial Courts to the Old Crow Justice Committee, providing administrative support to the Justice Committee, and ensuring other justice related activities are conducted in Old Crow.

C. Main Duties:

Supports and supervises clients diverted from the Courts to the Old Crow Justice Committee by:

- Determining which clients are eligible for this alternate approach to sentencing and consulting with these clients as to which sentencing system they want to take part in
- Explaining to clients, the victim and other relevant persons of the procedure for alternate sentencing (diversion)
- Liaising with counselors, RCMP, Crown, Defense and court personnel during the alternate sentencing process
- Attending court sessions in Old Crow, ensuring clients are in attendance, and speaking on behalf of clients
- Ensuring that clients in the diversion program are following the diversion plan
- Assisting clients in determining what additional support is needed such as housing, health, social assistance and education, and contacting agencies or government departments who provide the needed support
- Maintaining client files that document the offense and other information related to the offense, and the diversion plans and progress of the client

Provides information and administrative support to the Old Crow Justice Committee by:

- Organizing Committee meetings and diversion hearings
- Attending meetings and diversion hearings as a resource person
- Advising the Committee during the development of strategic plans, work plans and processes
- Informing the Committee of any client, victim and community feedback
- Preparing documentation generated by the Committee or on behalf of the Committee
- Preparing and submitting an annual operating budget and other funding proposals to the Justice Committee for approval, and then forwarding to appropriate third party funders
- Administering funds and submitting appropriate paperwork to VGG Finance
- Preparing and submitting reports to funders and VGFN citizens
- Collecting court generated fines payable to the Old Crow Human Development Fund and

- advising the Committee on the requests for monies from the Fund
- Finding members according to an established criteria, and training members

Ensures other justice related activities are conducted by:

- Attending interagency meetings, symposiums, workshops and Yukon wide justice meetings
- Liaising with Health and Social Program staff, Chief and Council and various agencies and departments
- Conducting research and compiling data, statistics and other information
- Mediating between affected parties to settle disputes
- Liaising with the Native Court Worker who deals with clients who are sentenced through the court system
- Conducting duties of the Native Court Worker when that position is vacant that include: assisting with offender placement in the community work service program, monitoring and reporting offender's performance to Adult Probation Officers in Whitehorse, determining when to refer clients to other justice staff such as legal aid lawyers and the Native Court Worker in Whitehorse, and administering and accounting for funds from the Yukon Justice Department and submitting reports
- Preparing for and participating in negotiations for justice administration in Old Crow that include: researching traditional justice methods, conducting community consultations, and compiling background information, recommendations and results from meetings and consultations
- Advising on legislations, regulations, policies, and procedures
- Monitoring justice methods in Old Crow, and evaluating and recommending any changes
- Developing documentation that assists Council, government, VGFN citizens and community residents in understanding justice methods

D. Job Knowledge and Skills:

Education

- Certificate or diploma in a social or justice related field, or equivalence in experience and relevant course work.
- Knowledge of Umbrella Final Agreement (UFA), Self Government Agreement (SGA) and First Nations Final Agreement (FNFA).
- Knowledge of Territorial Court setting, protocols and routine
- Knowledge of Territorial justice system and alternate methods for administration of justice
- Knowledge of basic accounting
- Knowledge of records management methods

Management Skills:

- Ability to be a team member and work with people from various disciplines and cultures
- Ability to resolve conflicts through mediation and to problem solve
- Time management and organizational skills.
- Ability to assume responsibility, prioritize tasks and meet deadlines.
- Ability to write reports, compile statistics and make presentations
- Ability to develop budgets and monitor expenditures
- Ability to multitask
- Ability to analyze community needs and develop policies and procedures to meet those needs

Specific Skills:

- Ability to create documents using Word, Excel, and PowerPoint
- Ability to use computer functions such as Windows, email, and web browsers

- Ability to create and maintain filing systems
- Ability to organize meetings and events
- Ability to contribute to and follow case management plans for individuals
- Ability to understand and follow court terms, protocol and procedures
- Ability to understand justice terms and methods for administration of justice

Interpersonal Skills:

- Incumbent must be comfortable in a cross-cultural setting.
- Incumbent must be comfortable living in a remote setting with extreme temperatures and light.
- Ability to communicate effectively and diplomatically, both verbally and in writing, with clients, co-workers, community residents, Vuntut Gwitchin citizens, outside agencies, partners and business associates.

E. Decision Making:

The incumbent works independently and with initiative within established policies, procedures, objectives and priorities. Decision-making is required for setting daily work priorities, providing efficient support to the Justice Committee, and when supervising clients in the diversion program.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, in meeting deadlines, and following directions from the courts, Justice Committee and supervisor. Efficient coordination of justice is important for the well being of clients, VGFN citizens and community residents who live in Old Crow.

G. Key Personal Contacts and Nature of Contacts:

| Who | Purpose | Frequency |
|--|--|-------------|
| Supervisor | Informing and discussing tasks, and receiving direction. | Daily |
| Justice Committee | Informing and advising; discussing clients, and receiving direction. | Monthly |
| Clients | Informing and discussing options of the diversion program; support and supervision | As required |
| RCMP, counselors, Court personnel and other justice related individuals and agencies | Information exchange; discussing client situations, progress and support | Daily |

H. Positions Supervised: 0

I. Working Conditions:

- This position is located in a normal office environment.

Spiritual:

- Balancing traditional beliefs and practices with modern justice administrative methods.

Physical:

- Approximately 60% of time using the computer

- Travel approx: 6 trips per year normally to Whitehorse
- Remote living conditions in extreme temperature and light conditions

Mental:

- Regular need to meet deadlines (meetings, reports, ad hoc deadlines)
- Regular need to ensure that Court and Justice Committee work be carried out at the mandated level
- Regular need to assist and supervise individuals who need constant reminders

Emotional:

- Dealing with a high number of community residents and citizens who are under personal stress, or have varying social dysfunctions.

Physical Hazards

Alone in an isolated office , as well as on home visits, this position is at risk of abuse and assault by clients who may be involuntary and/or violent and/or disturbed and/or under the influence of alcohol and drugs.

Psychological Hazards

The emotional labor and secondary traumatic stress documented in normal child welfare work is aggravated by the multiple relationships that are inevitable with clients and community recourses in small isolated communities. There is stress from threats and verbal abuse by dissatisfied or involuntary clients, their families and political advocates, and stress from being unable to have a sense of belonging and support for ones work... the position regularly exposes the incumbent to stress

J: Conditions of Employment

- Willingness to follow policies and procedures
- Extreme confidentiality required
- Security Clearance
- Willingness to work flex time to accommodate weekend and evening tasks
- Driver's class 5 license would be an asset
- Oath of Confidentiality

SIGNATURES:

I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have to delegated to this position.

Executive Council:

Date:

I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.

Supervisor:

Date:

I have reviewed the position description and understand that it is a general job description of the duties assigned to the position occupied by me.

Employee:

Date: