

Vuntut Gwitchin Government

- A. **Identification:** Justice Coordinator/Native Court Worker
- Department:** Health, Social & Recreation Department
- Supervisor:** Manager, Mental Health and Support Programs
- Date:** August 2010 (Revised April 2011)
- Status:** Full-time
- Level:** 6
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B. **Job Summary:**

Reporting to the Manager, Mental Health & Support Programs this position is for administering the community Justice Program and to ensure the program is effective and meets community needs and legislative requirements. Position is responsible for supporting and supervising clients that are diverted from the Territorial Courts to the Old Crow Justice Committee. The Position administers the Native Court worker contribution agreements and ensures other justice related activities are conducted in Old Crow. The Justice Coordinator/Native Court Worker attends all court sessions to assist clients in court appearances, coaches' clients in understanding the justice system, and their rights and responsibilities; acts as liaison between legal aid and probation staff and works closely with other agencies and RCMP.

C. **Main Duties:**

Supports and supervises clients diverted from the Courts to the Old Crow Justice Committee or referred to the 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 to ensure appropriate and proper decision making by:

- Ensuring the Justice committee is established , includes finding members according to established criteria
- Providing training and orientation to Justice committee member
- Chair workshops on community and restorative Justice
- Assist Justice committee to develop crime prevention programs and ensure delivery of such programs
- Arranging Committee meetings and diversion hearings
- Attending meetings and diversion hearings as a resource person and as needed assist with sentencing options.

- Plan and prepare strategic plan, yearly work plans in consultation with Justice Committee, supervisor and other stake holders on community Justice activities.
- Informing the Committee of any client, victim and community feedback
- Preparing documentation generated by the Committee or on behalf of the Committee, which includes taking minutes of meetings and sentencing decisions
- 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 on behalf of the court.
- Finding members according to an established criteria, and training members

Administering the Native Worker Contribution Agreement with Yukon Government by

- Assisting with offender placement in the community work service program,
- Preparing work plans and budget
- 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
- Administering and accounting for funds from the Yukon Justice Department and submitting reports

Ensures other justice related activities are conducted by:

- Attending interagency meetings to develop partnerships within the community and promote Justice programs
- Acting as a liaison between the Justice Committee and community members and other agencies
- Conducting research and compiling data, statistics and other information on community Justice models and practices
- Mediating between affected parties to settle disputes
- As needed providing input to 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 such as restorative Justice, community Justice, traditional justice theories and models
- 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.	ongoing
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: 4-6 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

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.

J: Conditions of Employment

- Willingness to follow policies and procedures
- Extreme confidentiality required
- Criminal record check
- Oath of Confidentiality
- Ability to maintain a healthy lifestyle
- Willingness to work flex time to accommodate weekend and evening tasks
- Driver’s class 5 license would be an asset

SIGNATURES:

<p>Supervisor:</p> <p>I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <p>Supervisor</p> <p>_____</p> <p>Date</p>	<p>Incumbent:</p> <p>I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <p>Incumbent</p> <p>_____</p> <p>Date</p>
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