



VUNTUT GWITCHIN FIRST NATION
Old Crow, Yukon
FINANCE & HUMAN RESOURCES DEPARTMENT

EMPLOYMENT OPPORTUNITY

Justice Coordinator/Native Courtworker

The Job:

Reporting to the Manager, Mental Health & Support Programs, this position will assist clients who are diverted from the Territorial Courts to the Old Crow Justice Committee. The Justice Coordinator/Native Court Worker will provide administrative support to the Justice Committee and ensure 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.

The Candidate:

The ideal candidate will have a diploma or certificate in a social or justice related field, or equivalence in experience and relevant coursework; Knowledge of Territorial Court justice setting, and alternate methods for administration of justice; Ability to working in a cross cultural environment; Excellent written and oral communication skills; Knowledge of basic accounting & records management; Excellent organizational skills; Ability to work with minimal supervision while developing effective partnerships with the community at large; You must agree to a complete a criminal records check; and previous experience working in a First Nation community is an asset.

Pay Range

\$60,543 - \$72,652 per annum plus an excellent benefit package.

This is a full-time position based on 32.5 hours per week. (6.5-hour workday 9:00 a.m. to 12:00 p.m. & 1:00 to 4:30 p.m)

A detailed job description is available at: <http://www.vgfn.ca/employment>

Minimum one-year term commitment is required.

Closing Date: Friday, September 30th, 2011 @ 4:00 p.m. We thank all applicants but only shortlisted candidates will be contacted.

Please submit resumes that include job experience related to position to:

Cheryl Charlie
Director, Human Resources
Vuntut Gwitchin Government
Box 94, Old Crow, YT Y0B 1N0
Phone: (867)966-3261, ext. 258
Fax: (867)966-3800
Email: hrd@vgfn.net