



N'Amerind (London) Friendship Centre  
260 Colborne St  
London ON N6B 2S6  
Ph (519) 672-0131 Fax (519) 672-0717

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## EMPLOYMENT POSTING

**Position:** Indigenous Community Justice Program Assistant

**Term:** Permanent

**Wage:** \$23.00/hr to Start

**Posting Date:** October 16, 2024      **Closing Date:** October 31, 4:00 pm

### Description:

Under the direct supervision of the Indigenous Community Justice Program Coordinator. The successful candidate will be an energetic, innovative caring person who will assist Indigenous persons who come into conflict with Federal, Provincial, Municipal, First Nations laws. The ICJP Assistant will provide support to the ICJP Coordinator in the daily operation and maintenance of the Indigenous Community Justice Program.

### Qualifications:

1. Knowledge of the structure and procedures of the Federal and Provincial Justice system.
2. Knowledge of the Indigenous Community Justice Program, Alternative/Restorative Justice Practices, Criminal Code, Child and Family Services Act and other relevant legislation.
3. Post-secondary degree/diploma or work related experience in justice or social services.
4. Experience in working with individuals of Indigenous ancestry.
5. Knowledge of issues affecting Indigenous persons.
6. Knowledge of Indigenous Cultures.
7. Knowledge of available community resources.
8. Excellent interviewing and counseling skills.
9. Excellent oral and written communication skills.
10. Must possess computer proficiency including word processing and data base programs.
11. Capacity to work under pressure, meet deadlines and work flexible hours.
12. Ability to assist in the coordination of the recruitment, training and scheduling of volunteer council members.
13. Access to daily transportation.

### Responsibilities:

1. Assist in the facilitation of community recruitment workshops in cooperation with surrounding Indigenous agencies/organizations.
2. To maintain the statistical database of program clients.
3. Assist in the recruitment and involvement of community members, volunteers and others to the program and develop partnerships with other justice agencies/organizations.

4. Assist in the preparation of monthly records of program activities to meet the deadline dates.
5. Assist in the preparation of annual program summary reports.
6. Maintain all internal and external reports, program correspondence and other documents.
7. Maintain an updated Program Binder for quick reference.
8. To be informed of the approved budget line items and to work within the budget limits.
9. Maintain an orderly office that reflects the professionalism of the ICJP that permits ready access to information as required.
10. To keep comprehensive up-to-date client files which must contain; name, address, date of birth, contacts, number and types of services and charges, outcome of client's case and copies of any correspondence relating to the client's case between client and the ICJP.
11. All client files must be maintained in accordance with the OFIFC File Maintenance Policy.
12. To undertake any other such reasonable duties as may be assigned from time to time.

**INTERESTED APPLICANTS ARE TO SUBMIT A COMPLETE APPLICATION PACKAGE INCLUDING:**

- A CV and cover letter, in Word or PDF format
- **Two work related references and One-character reference**
- Copies of relevant certificate, diploma, degree

**Mail or Hand Deliver:**                    **Personnel Committee**  
   **Re: Indigenous Community Justice Program Assistant**  
   **N'Amerind Friendship Centre**  
   **260 Colborne Street**  
   **London, ON N6B 2S6**

**Email:**    **oms@namerind.on.ca**  
   **Re: Indigenous Community Justice Program Assistant**

**Fax:**    **(519) 672 0717**  
   **Attention: Personnel Committee**  
   **Re: Indigenous Community Justice Program Assistant**

**Note:**

- All applications will be screened based on the receipt of a **COMPLETE APPLICATION PACKAGE**.
- Only those contacted will be granted an interview.
- A registered member of a First Nation as per Section 16 (1) of the Human Rights Act is preferred.
- **All applicants understand and agree that by submitting a job application; at their cost, the Successful Candidate will be required to submit a clear Vulnerable Sector Police Record Check (Level 3) as a condition of the job offer and the employment position.**

**Application Deadline:**                    **October 31, 2024 at 4:00 pm**