

JOB PROFILE

POSITION:	OUTREACH WORKER
PROGRAM:	Indigenous Community Justice
DIVISION:	Programs
IMMEDIATE SUPERVISOR:	Programs Director
HOUR OF WORK:	9 am – 5 pm, 40 hours per week, includes 1 hour paid lunch
NUMBER OF DIRECT REPORTS:	None

POSITION SUMMARY:	
QUALIFICATIONS:	<ol style="list-style-type: none"> 1. Community & Justice Diploma or, another related field 2. Previous related employment
REQUIREMENTS:	<ol style="list-style-type: none"> 1. CPIC – VULNERABLE SCREENING 2. First Aid & CPR Certification

KNOWLEDGE, SKILLS, ABILITIES and OTHER ATTRIBUTES
<ul style="list-style-type: none"> • Knowledgeable about health, social and economical influences that impact Indigenous people • Knowledge of social barriers and challenges faced by urban Indigenous people • Knowledge of mental health and addictions • Ability to network and work collaboratively with internal programs and external agencies • Communication skills and ability; both verbal and written

DUTIES, RESPONSIBILITIES AND ACCOUNTABILITIES

1. Assist individuals with understanding court processes, legal aid applications, and accessing appropriate legal and social services.
2. Refer clients to legal professionals, community services (counselling, healthcare, housing) and culturally appropriate programs like restorative justice
3. Advocate for Indigenous perspectives and traditional approaches to justice within the broader legal system.
4. Establish strong connections with Indigenous community, Elders and other stakeholders to facilitate access to justice and promote healing.
5. Conduct outreach to community, provide information about justice system processes and raising awareness about available resources.
6. Acting as a liaison between Indigenous individuals and the justice system ensuring effective communication and understanding.
7. Assisting with release planning for offenders, connecting them with traditional healing and other community supports to promote successful reintegration.
8. Support the implementation of restorative justice practices such as healing circles and community conferencing to address harm and promote healing.
9. Provide support to the Indigenous Community on justice and court related issues, to address the over-representation of Indigenous peoples in the justice system
10. Divert Indigenous individuals (Status, Non-Status, Metis and Inuit) in the area who have been charged with a summary offence
11. Enable and empower Indigenous community members to grow towards healing, restoration and reconciliation
12. Increase the accountability of the accused, and encourages the individual to take responsibility for their actions
13. Create a healing process that includes a culturally based Healing Plan which targets the root causes of harmful and unlawful behavior
14. Responsible to attend court and be available
15. Responsible and accountable to complete internal reports.
16. Responsible to develop and facilitate workshops.
17. Responsible and accountable to manage program budget and follow financial policies & procedures.

WORKING CONDITIONS:

1. Interacts with family members, government agencies/personnel
2. Intermittent physical activity such as walking, standing and sitting
3. Exposure to confidential client information