



Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations

CAREER OPPORTUNITY

JUSTICE SUPPORT NAVIGATOR (JSN)

The Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations (KCFNs) are a progressive, forward-thinking, First Nations Treaty Government. We are growing & seek a career-minded, dedicated, hands-on, professional to assume the role of *Justice Support Navigator (JSN)*. Reporting to the Manager of Family Services, the JSN is responsible for helping KCFN members navigate the family and criminal justice system. This f/t, permanent, position is based out of the Campbell River or Houpsitas (Kyuquot) Offices. The JSN role comes with a competitive salary and time off to achieve work-life balance!

What you'll do:

- Acts as an advocate, connects with, and builds relationships with all KCFN members needing help and requiring various supports involving criminal and family law matters
- Supports members in a culturally safe, trauma informed setting
- Opens and maintains clear and consistent lines of communication with members and various stakeholders
- Help victims or offenders understand the justice system and how it operates
- Explains documents, forms, directions, or conditions imposed by the court or other quasi-judicial authority
- Accesses court files and various court-related reports to support KCFN members
- Helps KCFN members understand the nature of the charges brought against them and suggests the next steps or possible courses of action
- Helps members connect and leverage the help of legal advisors
- Creates, develops and maintains an accurate, up-to-date, filing system (electronic and hard-copy) to effectively organize client files
- Assists clients with Legal Aid applications and other legal supports (ie Family Justice Counsellors)
- Provides information about alternative methods of justice – such as sentencing circles, restorative justice (where available and appropriate)
- Provides or sets-up referrals to community support services (ie counselling and alcohol/drug treatment centers/resources)
- Assists clients with bail applications (where applicable)
- Knowledge of and offers support with Gladue Reports where applicable
- Knowledge and application of Jordan's Principles where applicable
- Helps justice officials/officers understand the culture, values, norms and customs of Indigenous people and the social and economic situation of each client

- Improves communications by acting as a crucial link between Indigenous clients, communities, and the justice system
- Works to create community partnerships through relationship-building with a number of various stakeholders
- May sit on various committees to advance the interests of KCFN for the benefit of members insofar as justice issues are concerned
- May be asked to design, implement and facilitate various justice-related projects and seminars
- Gives public presentations and facilitates workshops aimed increase knowledge and awareness of justice-related issues
- Assists adults and youth in all aspects of the justice system (criminal and family) - especially when a parent is unavailable
- Supports member families (and is an advocate) in circumstances where MCFD is involved
- Supports members with legal issues by helping them source professionals and other subject matter experts who can offer legal assistance/advice/counsel
- Liaises and develops positive relationships with other agencies (ie RCMP, Sheriffs' Service, corrections, probation services, MCFD, Island Health, USMA, FNHA, legal aid, court registries, crown counsel, family justice programs, public guardian, Family Maintenance Enforcement Program)
- May seek-out funding for various program initiatives aimed to enhance programming and better serve members – if applicable
- Depending on the funding initiative, the JSN may be required to complete and return the funding reports back to the funder – accurately and before the due date
- Treats all community members with respect, dignity, equality, and in a polite way
- Exhibits a high degree of empathy and willingness to support people in distress
- Maintains the highest form of confidentiality concerning client matters and other sensitive issues
- Travels to various areas for meetings, client appointments, training, presentations, seminars, and workshops

Our ideal candidate:

- Degree, diploma or certificate in law, criminal justice, family justice, counselling, social work, or psychology – *preferred*
- Grade 12 Diploma - *preferred*
- Several years of experience as a Justice Support Navigator (or similar role) – *strong asset*
- Experience working in the family or criminal justice system – *strong asset*
- Experience using Office 365 and Google Docs
- Experience applying Jordan's Principles
- Knowledge and application of Gladue Reports
- WHMIS, Violence & Harassment Prevention Training, and Occupational First Aid Level 1 (or willing to obtain)
- Advocacy and good case/file management skills
- Excellent organizational, conflict resolution skills

- Strong communicator with a warm and caring demeanor
- Exceptional time management and decision-making skills

**** This competition is open to applicants who are legally entitled to work in Canada****

CLOSING DATE & TIME: Open until filled

START DATE: ASAP

STATUS: Full-time, Permanent

DATE POSTED: Sept 19/23

COMPENSATION: \$65K to \$70K per annum + health benefits/pension

TO APPLY: E-mail cover letter & resume to *Dwayne Worthing, HR Manager*, at:
dwaynew@kcfirstnations.com citing “**JSN**” in the subject heading of your e-mail.

In accordance with the provisions of the Canadian Human Rights Act and/or the Employment Equity Act, preference may be given to Indigenous applicants.

We thank all those who apply, however only those shortlisted will be contacted for interviews.