



**Tungasuvvingat Inuit**  
**Career Opportunity**  
**Internal/External**  
**Gladue Writer**  
**(Full-time, Term ending March 2019)**

Tungasuvvingat Inuit's (TI) purpose is to empower and enhance the lives of Inuit. Since 1987, TI has been operating in Ottawa as a community-based counselling and resource centre.

Tungasuvvingat Inuit's (TI) Gladue Program will assist Indigenous offenders in fulfilling the recommendations made in a Gladue report written on their behalf. The Gladue report highlights systemic and/or historical factors which contributed to the individual becoming involved in the Canadian criminal court system.

**Role Summary**

At the request of the court and for its consideration, the Gladue Writer will provide Gladue reports for Inuit in the Ottawa region. The purpose of such reports is to identify systemic or historic factors that brought the accused before the court and identify ways to address them.

**Responsibilities**

- Prepare comprehensive, accurate, objective and clear reports that include Gladue factors and a detailed restorative justice plan
- Keep informed of Gladue principles and Gladue report writing practices and procedures
- Recommend and implement best practices
- Assist in the effective coordination and development of the Gladue program and establish time frames for implementation of reports, including the dates due for editing, legal review, and submission to relevant parties
- Ensure timely submission of report to court
- Prepare expedited or updated Gladue reports as appropriate for bail and other circumstances
- Establish and maintain tracking systems and client files
- Prepare and review monthly program report summaries and make recommendations to senior management
- Develop and maintain database of resources to support the program
- Collect and analyze information for reporting purposes
- Refer clients to other TI programs and external community services as appropriate
- Provide ongoing awareness of the Gladue program
- Perform other related duties as required

**Education and Experience**

- Degree in law, criminology, or a certificate in Aboriginal studies and/or paralegal/legal assistant

- Minimum 5 years' relevant experience working within Inuit/Aboriginal communities
- Demonstrated experience writing court, correctional and Gladue reports
- Studies in Gladue Principles; completion of a Gladue Decision and Report Writing course are definite assets
- Ability to obtain any relevant security clearances and a vulnerable sector police record check
- OR equivalent combination of education and experience

### **Knowledge, Skills and Abilities**

- Familiarity with Inuit legal issues and the Inuit socio-economic landscape
- Knowledge of Inuit culture, values, Inuit Qaujimagatuqangit and traditional practices
- Fluency in English is required. Inuktitut language skills are a definite asset
- Knowledge of Gladue principles and criminal law
- Demonstrated knowledge and experience in working with relevant community groups and other organizations that can support Inuit
- Knowledge of services for Inuit and an ability to locate services specific to the Inuit community
- Familiar with Inuit history and the impacts of colonization
- Demonstrated written and verbal communication skills, and the ability to foster and work within a multi-discipline team environment
- Ability to work effectively as a team member and independently
- Ability to communicate and relate to Inuit and their communities, with a demonstrated understanding of cultural diversity within an Inuit context
- Ability to conduct legal research relating to Inuit and legal rights
- Ability to prepare legal correspondence and court documents
- Ability to recognize and defuse stressful situations and deal with issues in a sensitive matter
- Ability to be discreet and manage confidential information
- Able to travel if required
- Excellent interpersonal and communication skills
- Valid Driver's license and own reliable vehicle
- Intermediate level computer (MS Office, email, Internet) and literacy skills

### **Working Conditions**

- Portions of the work day are spent in a comfortable office environment
- Meetings off-site with clients at various locations is required
- Travel both in-city and out of town is required
- Work pressure due to tight timelines/workload may be experienced

### **Deadline for applications is September 27, 2017**

To apply, please submit your resume and cover letter to [careers@tungasuvvingatinuit.ca](mailto:careers@tungasuvvingatinuit.ca)

Preference in hiring will be given to qualified Inuit candidates, applicants are encouraged to self-identify. The applicant hired for this position will be required to obtain a vulnerable sector police records check with results acceptable to TI. We thank all interested candidates in advance, but unfortunately, we are only able to respond to those selected for an interview.

Accommodations for applicants with disabilities is available upon request.