



**Career Opportunity
Internal/External
Manager, Inuit Court and Justice Services
(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.

Role Summary

The Manager, Inuit Court and Justice Services provides leadership and direction to Tungasuvvingat Inuit's (TI) Inuit Court and Justice Program team which consists of TI's Gladue, Restorative Justice and Court Worker initiatives. The incumbent is accountable for the overall effective management of these services delivered to the Inuit community.

Responsibilities:

- Advocates for TI, promoting the Justice Program as well as the mission, vision and values of the organization
- Leverage already established connections within the criminal justice system, the Ottawa Police Service, and TI's multitude of existing community programming, to create an understanding of the existence and purpose of all court and justice services and programs offered
- Engages in outreach to the above-listed connections, creates brochures, presentations, sits on various committees related to justice, attends community engagements and uses social media to garner community involvement
- Serve as the point of contact regarding program evaluations and reporting helping structure and standardize the tools for said evaluations and reports across all programs
- Completes program presentations and information sessions with community and key stakeholders
- Supervises the project team, (5 direct reports) coaches team members and creates opportunities for professional development
- Assigns caseloads to the team; sets priorities and ensures program mandated approach is followed
- Maintains professional rapport with clients, peers, and other community service providers
- Ensures that services are delivered safely and respectfully, mitigating risk for staff, clients and TI
- Reviews and evaluates client progress on an ongoing basis and adjusts case plans in consultation with the team

- Meets one-on-one with team members on a consistent basis for brief case review and monthly for detailed case review
- Responsible for administration tasks including but not limited to; staff schedules, caseloads and services, collection of statistical and service data, record keeping and file maintenance
- Ensures program reporting is completed and on time
- Ensures all client data is input and updated regularly by team members
- Ensures the organization and maintenance of client case files in accordance with TI's protocols
- Performs other duties as assigned and related to the position

Education and Experience

- Degree in law, criminology, or a relevant discipline
- Minimum 5 years' relevant experience working within Inuit/Aboriginal communities
- Studies in Gladue Principles; completion of a Gladue Decision and Report Writing course are definite assets
- At least 3 years' experience managing an interdisciplinary team
- OR equivalent combination of education and experience

Knowledge, Skills and Abilities

- Strong working knowledge of the justice and court systems
- Ability to conduct legal research relating to Inuit and legal rights
- Ability to prepare legal correspondence and court documents
- 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
- Commitment to a client-centered approach when working with Inuit
- Familiarity with the socio-economic landscape as it pertains to Inuit
- Knowledge of Inuit culture, values, Inuit Qaujimajatuqangit and traditional practices
- Fluency in Inuktitut and English is preferred
- Ability to function effectively in a busy environment and in stressful situations
- Strong leadership skills
- Ability to work independently with a strong sense of focus. Is task oriented, non-judging, and maintains a clear sense of client-service provider boundaries
- First aid and CPR; non-violent crisis intervention training
- Ability to obtain any relevant security clearances and a vulnerable sector police record check
- Outstanding organizational skills
- Excellent interpersonal and communication skills
- Ontario driver's license and own reliable vehicle
- Intermediate to advanced level computer (MS Office, email, Internet) and literacy skills

Working Conditions

- The incumbent will partition their time both in and outside the office as circumstances dictate. Occasional evening and weekend work is required. Work travel both within and outside Ottawa is required. The incumbent must be willing to accept exposure to crisis and risk situations. Work pressure due to tight timelines/workload may be experienced.

Personal Characteristics

Adaptability: Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.

Behave Ethically: Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.

Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.

Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.

Focus on Client Needs: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.

Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.

Lead: Positively influence others to achieve results that are in the best interest of the organization.

Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions, which are timely, and in the best interests of the organization.

Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.

Deadline for applications is September 27, 2017

To apply, please submit your resume and cover letter to 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.