



**Career Opportunity
Internal/External
Gladue Aftercare Caseworker
(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

The Gladue Aftercare Caseworker will provide case and file management and assist Inuit offenders in fulfilling the recommendations made in a Gladue report written on their behalf. The incumbent will provide direct services and make necessary internal and external referrals to programs and services, and will work in partnership with the Gladue Writer, courts and/or Probation and Parole Services in providing necessary client input and updates as required.

Responsibilities

- Identify eligible clients for Aftercare services and ensure they have completed intake, consent and other relevant forms
- To maintain documentation, databases, records and systems and up-to-date client files that track and evaluate participation and progress in the program
- Transcription of various media and writing of letters for the court and other purposes
- Ensure proper case management (assessing, planning, implementing, collaborating, monitoring and evaluating the client file)
- Schedule interviews, appointments and case conferences as required
- Respond to correspondence and information requests as required
- Identify gaps and needs to deliver educational workshops and presentations
- Participate in meetings with organizations related to program delivery.
- Evaluate program activities by developing and utilizing participant evaluation forms and/or any other evaluation tools or methods deemed necessary.
- Attend, participate, and/or facilitate relevant meetings, conferences or workshops as a representative of TI
- Promote the program and services of the Gladue Program and/or other programs provided by the TI

- Respond to general enquiries the Gladue Program's purpose, processes and procedures and/or any other information being requested
- Identify culturally appropriate community resources for clients
- To be knowledgeable of and to work with community agencies and referral sources who will be in a position to assist clients in meeting immediate and long-term goals
- To ensure that Gladue Report recommendations are met and that the importance of compliance and non-compliance of the Gladue Report recommendations are explained
- To provide one-on-one supports, including counselling, and/or group support
- To advocate on behalf of clients
- To work with internal TI programs to promote a coordinated client service approach to ensure client needs are addressed
- To liaise with client families and significant others as appropriate
- To provide ongoing advice, information, and support to clients
- Perform other related duties as required

Education and Experience

- Preferred Community College diploma, University degree or equivalent in Social Services and/or a minimum of 5 years work in a social or justice services environment
- Knowledge of the judicial system, Criminal Code, and other related federal and provincial statutes
- Experience in program delivery and administration.
- Group facilitation; individual and group counselling experience
- OR equivalent combination of education and experience

Knowledge, Skills and Abilities

- Familiarity with Inuit legal issues and the Inuit socio-economic landscape
- Familiar with Inuit history and the impacts of colonization
- 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 is an asset
- 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
- Demonstrated written and verbal communication skills, and the ability to foster and work within a multi-discipline team environment
- Effective crisis intervention skills
- Ability to engage people to build trust and rapport; effective verbal and listening communication skills; excellent interviewing and counselling skills
- Excellent case and file management skills, stress management and time management skills, ability to meet deadlines
- 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 be discreet and manage confidential information
- Able to travel if required
- Valid Driver's license and own reliable vehicle
- Intermediate level computer (MS Office, email, Internet) and literacy skills
- Ability to work flexible hours, including evenings and/or weekends
- Ability to obtain any relevant security clearances and a vulnerable sector police record check

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 August 16th, 2018

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.