



**Minwaashin Lodge**  
Indigenous Women's Support Centre  
2323 St. Laurent Blvd.  
Ottawa, Ontario K1G 4J8  
[www.minlodge.com](http://www.minlodge.com)

## **Job Posting**

### **Court Worker (female) Full-time**

(Relying on Provisions of Section 23 of the Ontario Human Rights Code)

Minwaashin Lodge - Indigenous Women's Support Centre is a non-profit charitable agency serving First Nations, Métis, and Inuit women, youth and children. We are a multi-service agency committed to the healing and wellness of our community. We provide culturally specific programming for children, youth, women, and families.

Position reports to: Director, Oshki Kizis Lodge  
Location: Oshki Kizis Lodge  
Work Conditions: Moderate Risk  
Closing date: Until Position is filled  
Start Date: Immediately  
Salary: \$51,500.  
Benefits: Attractive and comprehensive benefits package including an employee pension plan.

#### **SUMMARY:**

The Aboriginal Courtwork Program provides advocacy services to Indigenous people involved in the Canadian justice system, and assistance to understand their rights, options and responsibilities when appearing before the courts.

#### **PRIMARY RESPONSIBILITIES:**

- Conduct client intake (interviews, assessments, documentation, circumstances of clients)
- Assist clients in receiving appropriate care, particularly those in custody
- Prepare cases, including documentation, statistics, court briefs and reports
- Provide information on nature of charge, rights, court procedures, roles and responsibilities, alternative/restorative justice options, and sentence
- Assist in accessing and interpreting documented information and forms for clients
- Assist in coordinating and preparing applications for bail for clients
- Provide information to "clients" sureties" Facilitate linkages with translation/interpreter services
- Provide information to clients on disposition or directions given by court
- Provide general information and/or assistance to Indigenous victims of crime (where no conflict of interest exists)
- Follow up with criminal justice personnel regarding outcome of case
- Follow up with client regarding services provided (time permitting)

- Assist in the dialogue between Indigenous persons before the court, court officials, judiciary and others
- Provide non-therapeutic counseling and emotional support
- Provide resources, support and contacts for clients
- Make appropriate referrals to non-clients seeking services
- Make referrals to legal counsel and bail programs to clients
- Assist clients in accessing resources and support where available
- Assist clients to appear before the court
- Attend court as authorized
- Provide in-court support to clients and court officials
- Provide information about relevant legal procedure to clients, and to judicial and court officials, thereby acting as a “friend of the court” to provide information to the court on community resources and sentencing options available
- Provide cultural interpretation
- Negotiate with Crown counsel on behalf of unrepresented clients. Speak to adjournment/remand, and (in some jurisdictions) sentence applications, reviews and bail applications
- Maintain a confidential log of contacts and services.
- Attend staff, community and other meetings as requested by supervisor.

#### **QUALIFICATIONS:**

- Post-secondary education or equivalent experience, with at least 2 years’ experience working with an urban Indigenous community.
- Knowledge of the Indigenous and non-Indigenous service system in Ottawa.
- Knowledge of programs and supports offered throughout the Ottawa region.
- Excellent knowledge of the intergenerational impacts of residential schools.
- A strong analysis of the justice system per First Nations, Inuit & Métis women.
- Experience supporting Indigenous clients involved in court proceedings (Family and or Criminal)

#### **EMPLOYER PREFERENCES:**

- First Nation, Inuit, Metis or Non-Status

#### **EMPLOYER REQUIREMENTS:**

- Current Criminal Records Check
- Valid CPR/First Aid
- Must have a valid driver’s license and a clean driving record
- Excellent verbal and written communication skills
- Excellent computer skills
- Evening and weekend work required

**To apply:** Applicants are asked to submit a resume and cover letter with 3 references to Castille Troy, Manager, Human Resources, Minwaashin Lodge, 2323 St. Laurent Blvd., Ottawa ON K1G 4J8 or via email to [ctroy@minlodge.com](mailto:ctroy@minlodge.com)

**We thank all those that apply; however, only those invited for an interview will be contacted. No phone calls please.**