



INTERNAL/EXTERNAL POSTING
Ne-Chee Friendship Centre
Requires
Native Inmate Liaison Officer

Under the supervision of the Human Resources Manager, together with the Ministry of Community Safety and Correctional Services, the Native Inmate Liaison Officer works primarily on-site at the Kenora District Jail to address the needs of Indigenous inmates

Responsibilities

- To act as a liaison to facilitate communication between Indigenous inmates, their families, institutional staff & other community resources
- Develop, organize and coordinate regular cultural, social & spiritual programming and activities
- To act as a resource with the admission and release of Indigenous inmates
- Establish active community involvement and participation of volunteers in institution programs
- Prepare and submit regular reports pertaining to program activities and clients
- Coordinate and facilitate individual and/or group counselling to Indigenous inmates

Qualifications

- Post-secondary degree or diploma in social or human services; or relevant accredited training combined with related work experience
- Experience working in correctional or justice setting
- Previous experience working in an Indigenous organization or community
- Working knowledge of Indigenous culture, customs & practices
- Positive attitude & demonstrated capacity to act as a healthy lifestyle role model
- Able to work independently with minimal supervision
- Strong communication skills, oral and written
- Ability to speak Ojibway, Cree or Oji-Cree is a definite asset
- Computer literacy skills are essential
- Valid driver's license and access to a vehicle is preferred
- Must possess current First Aid / CPR certification or able to be certified

*** A Current Vulnerable Persons Check will be required upon offer of employment**

SALARY: \$50,000 Annually Comprehensive benefit package including a pension plan

DEADLINE: Friday September 27, 2019 4:30 p.m.

Please submit your **resume** along with a **cover letter** & **three references** to:

Ne-Chee Friendship Centre
P.O. Box 241, 326 2nd Street South, Kenora, ON P9N 3X3
Fax: (807) 468-5340
E-Mail: reception@nechee.org

We wish to thank all applicants, however, only those selected for an interview will be acknowledged. **Applications that do not include cover letter, resume and references will not be considered.**