

**UNITED NATIVE FRIENDSHIP CENTRE
JOB DESCRIPTION**

Position Title: Indigenous Criminal Court Worker	Date Created: May 2016
Job Class 3	Revised: October 2021

Immediate Supervisor: Assigned Team Lead

Position Summary: Employed by the Friendship Centre, responsible for adherence to the policies and directions as determined by the Board of Directors of the Friendship Centre under the direct daily supervision of the assigned Team Lead or designate. The Indigenous Criminal Court Worker will ensure the goals and objectives and overall policy of the UNFC are adequately met, providing support to all programs.

Objectives: Advocate for and assist Indigenous people involved in the Canadian justice system to better understand their rights, options and responsibilities when appearing before the courts. This would include Indigenous adults and youth charged under the Criminal Code of Canada.

Qualifications:

- Post-secondary education in Social Services/Indigenous Law Advocacy
- 1-2 years' experience in the justice field or corrections services
- Knowledge of Indigenous culture and the challenges faced in our community
Fluent in Anishinaabemowin is a definite asset
- Know and understand the Criminal Code and relevant Acts and the structure of the justice system
- Knowledge of community agencies and referral sources
- Comfortable facilitation skills
- Must maintain strict confidentiality
- Past experience in statistical, quarterly and annual reports
- Must possess excellent interviewing and counselling skills
- Excellent communication skills, written and oral
- Knowledge of the Friendship Centre movement, its programs, goals, objectives, lines of authority, etc.
- Professional, empathetic, and respectful as these attributes are fundamental to being an effective UNFC Court Worker.
- Must possess a valid Ontario Driver's license and have access to a vehicle and be willing to travel (only if needed for job)
- Ability to work well without direct supervision but also work with and contribute to a team setting
- Satisfactory Vulnerable Sector check
- Current First Aid/CPR and WHMIS certification

Responsibilities:

Client: (Indigenous Adults and Youth where directed by program supervisor)

1. To assist Indigenous persons who come into conflict with Federal, Provincial, Municipal, First Nations laws.
2. To provide consistent and ongoing attendance in advance of and during Criminal Court, and to assist Indigenous people who come into contact with the law, to ensure that the client receives unbiased treatment from the legal system.
3. First Appearance and Bail Court are to be the priority. Court Workers will not generally sit through trials.
4. To act as a liaison between the client and court administrators in assisting the person who comes into contact with the law, to ensure information is brought forward relevant to the various stages of the legal processes.
5. To explain to the clients, their right to obtain a lawyer (private, legal aid or duty counsel) and to inform them of their rights to speak for themselves in court.
6. To ensure the client understands the charges and their legal rights and responsibilities in regard to those charges.
7. To advocate an Indigenous cultural and or ensure a language interpreter is available, through the court, if the client requires or requests one.
8. 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.
9. To explain to the client the nature and meaning of any and all sanctions/conditions/requirements taken against or applied to the client and/or their family by the courts and any other processes that arises as a result of contact with the mainstream justice system.
10. To contact the appropriate Native Inmate Liaison Worker (if available) or community agency contact, should the accused receive a jail/custodial sentence for support in detention, custody, or remand centre.
11. To visit the local/district jails or detention centres or any other institutions to provide moral support and pertinent information to the accused as necessary if no services are being provided by a Native Inmate Liaison Worker (if available).
12. To assist victims of offences, to understand their rights and responsibilities and to refer them to appropriate supportive services if not in conflict with the accused person. When conflict arises the Court Worker shall refer the client to another community resource or Friendship Centre programme(s).
13. To work with Friendship Centre programs to promote a coordinated client service approach to ensure client needs are addressed.
14. Other duties as assigned.

Court and Justice System:

1. To work with all Justice Personnel to ensure that Indigenous people who come into contact with the law receive equitable and reasonable treatment during the court process.
2. To assist upon request with the preparation of Pre-Disposition Reports/Pre-Sentence reports, Gladue reports, Plans of Care, Review of Custody, Affidavits, Case Conference, Mediation and Motions. This input will encourage a full and unbiased presentation of any pertinent facts relating to the Indigenous person charged with an offence or before the court.
3. To explain to the client the importance of complying with the conditions of their disposition. The Court Worker will clarify the meaning of forms or measures such as probation, bail/recognizance/undertaking, conditional release, community service orders etc. Court Workers will not supervise bail, probation or Community Service Orders or custody and supervision orders.
4. To provide oral submissions when requested by the client or Justice personnel with approval from the client and with guidance from legal counsel acting for the accused.
5. To ensure that the courts are aware of the provision and it's appropriateness when dealing with an offender within the Canadian Criminal Code and to reference the principles of *Regina vs Gladue*.
6. To ensure that there is a working relationship with the Indigenous Community Justice Coordinator (if one is in the community) to ensure that all clients meeting the criteria are diverted at the earliest stage of the process.

Indigenous Community Justice Programs

1. To advocate the Indigenous Community Justice Program as a primary option for all Indigenous accused (where clients meet admission criteria).
2. Collaborate with Justice Coordinator on identification of clients to be diverted.
3. To promote the Indigenous Community Justice Program to mainstream justice personnel.
4. Ensure that all necessary paperwork is completed in advance and upon completion of diversion.

Resources outside the Courts:

1. To attend meetings, workshops, seminars, and conferences that relate to the Court Workers duties, and which are encouraged by their immediate supervisor.
2. To participate, where directed by the supervisor, as a resource person at training sessions, committee meetings, etc., to ensure that information on the culture, needs, concerns and aspirations of Indigenous people are expressed, and which are encouraged by their immediate supervisor.
3. Collaborate with other community justice programs.

Community:

1. To explain to the client's family, where appropriate, and if necessary, the Indigenous community, the legal procedures and steps taken against the client by the Justice system.
2. To organize and/or participate in public education about the law and justice system and/or crime prevention workshops for the community, at least one per year.
3. To encourage through community participation the development of Indigenous community justice initiatives for that area.

Administration:

1. To report regularly to the assigned Team Lead (or designate) of the Friendship Centre.
2. To prepare accurate caseload reports for submission on a quarterly basis to the Ontario Federation of Indigenous Friendship Centres (OFIFC) in a timely fashion as directed by the OFIFC financial policy.
3. To maintain an orderly office that reflects the professionalism of the Indigenous Criminal Court Work program and that permit ready access to information as required.
4. To keep comprehensive up-to-date client files that are in compliance with the OFIFC file maintenance policy.
5. To ensure easy client access to legal educational materials in accessible and appropriate areas, keeping the publications up to date.
6. Other duties as may be assigned.

Evaluation: This position will be evaluated after completion of 3- and 6-month probationary periods and then on an annual basis thereafter. It will be based on the UNFC standards of performance and specific goals of the program as agreed upon by the Board of Directors and the Executive Director.

By signing this document, I acknowledge that I have read, understand, and agree to the above description related to my position at the United Native Friendship Centre.		
Employee Name:		
Employee Signature:		Date: