

**UNITED NATIVE FRIENDSHIP CENTRE  
JOB DESCRIPTION**

<b>Position: Indigenous Criminal Court Worker</b>	<b>Approved: 2016</b>
<b>Job Class: 3</b>	

**Immediate Supervisor :** Assigned Team Lead or Designate

**Supervision:** 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 Executive Director or their designate.

**Responsibility :** To assist Indigenous people involved in the Canadian justice system to better understand their rights, options and responsibilities when appearing before the courts.

**Qualifications:**

- Post-secondary education in Social Services, Law Advocacy or Corrections
- Minimum 6 months – 1 year-experience in the justice field
- Knowledge of the structure of the justice system.
- Knowledge of the Criminal Code and relevant Acts.
- Must be able to maintain confidentiality.
- Experience in statistical, quarterly and annual reports.
- Must possess excellent interviewing and counselling skills.
- Excellent communication skills, written and oral.
- Knowledge of Indigenous culture and familiarity with the language.
- Knowledge of the Friendship Centre movement, its programs, goals, objectives, lines of authority, etc.
- Must be honest, empathetic, and respectful as these attributes are fundamental to being an effective 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 and in a Team
- Satisfactory Vulnerable Sector Check
- Accepting of the Anishinaabe Culture and practices including smudging and ceremonies.

**JOB SPECIFICATIONS:**

The Indigenous Criminal Court worker shall have responsibility for the following:

**Client:** (Indigenous Adults and Youth as directed by the Supervisor or Designate)

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 Indigenous 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 assist the client in understanding the charges and their legal rights and responsibilities in regard to those charges.
7. To advocate an Indigenous cultural and or 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 arise as a result of contact with the mainstream justice system.
10. To work with Friendship Centre programs to promote a coordinated client service approach to ensure client needs are addressed.
11. To refer clients to other relevant justice services when or if needed.
12. To intake and respond to referrals from the Court regarding **Direct Accountability Program** clients and complete monthly reports.
13. 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/recognition/undertaking, conditional release, community service

orders etc. Indigenous 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 its appropriateness when dealing with an Indigenous 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 located in the community) to ensure that all clients meeting the criteria are diverted at the earliest stage of the process.

#### **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 Team Lead/Supervisor.
2. To participate, where directed by Team Lead/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 Team Lead/Supervisor.

#### **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.

#### **Administration:**

1. To report regularly to the 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 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.

**Evaluation:** The 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 specific goals of the program as agreed upon by the Board of Directors and the Executive Director. In addition to these, annual evaluations will be an ongoing process.

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: