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**P.O. BOX 250
PARRY SOUND, ONTARIO
P2A 2X4**

**PHONE:
(705) 746-2531
FAX:
(705) 746-5984**

**CHIEF
Warren Tabobondung**

**CHIEF COUNCLLOR
Rebeka Tabobondung**

**COUNCLLORS'
Vince Checkock
Brent Tabobandung
Dave Rice
Theresa McInnes**

WASAUKSING FIRST NATION

Job Description

CONTRACT POSITION: RESTORATIVE JUSTICE ASSISTANT

PROGRAM AREA: SOCIAL SERVICES (ends March 31st, 2022)

POSITION TITLE: RESTORATIVE JUSTICE PROGRAM ASSISTANT

Wiidookdahwin We-wina Chi B'maadzeyin

Funded by the Indigenous Justice Division of the Ministry of the Attorney General

REPORTING PROTOCOL: Reports to the Restorative Justice Coordinator

Purpose of Position

Under the direction of the Restorative Justice Coordinator, the Restorative Justice Program Assistant serves as one of the technical resources to the Wiidookdahwin We-wina Chi B'maadzeyin Community Healing Model that is a holistic community based restorative justice process.

Duties and Responsibilities:

- . The Assistant is responsible for the Restorative Justice case management ensuring the files are kept secure and accurate, assist in the provision of briefings to the Wiidookdahwin We-wina Chi B'maadzeyin Committee on current and new cases.
- . Ensure that gatherings/circles are arranged with room bookings, confirmation of attendance and meal/snacks are provided.
- . Assist in the preparation of materials for awareness sessions for the community and interested partners on our Healing Model.
- . Ensure that the services of therapists, psychologists and traditional healers are aware of the philosophy of our process.
- . Assist the Coordinator liaise with the Crown Attorney and defense attorneys to negotiate alternative sentencing options.
- . Provide cross-cultural training on our Healing Model with the justice system (including Probation Services personnel, attorneys, OPP and Anishinabek Policing Services); Social Services/Mental Wellness Agencies and surrounding First Nations.
- . Assist in the development of interim treatment plans and holistic healing contracts for participants.
- . Participate in case management meetings with the Committee, mental wellness support agencies or the justice system personnel, as required.
- . Respond appropriately to disclosures of any type of offence.



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- . Ensure the safety and protection of the person who has been harmed.
- . Help provide local resources to support other family members (i.e. sibling(s) and spouse).
- . Attend court with community members, if required.
- . Participate in staff meetings, professional development and training.
- . Abide by the Wasauksing First Nation Human Resources Policy.

Working Relationship:

- 1) Wasauksing First Nation members.
- 2) Wasauksing First Nation Administration staff.
- 3) Internal and External agencies/organizations.

Knowledge and Skills:

- . Certificate in Human Services or related discipline.
Experience in managing, planning, coordinating and organizing work projects.
- . Highly effective interpersonal skills – must be a team player, maintain an awareness of challenges facing indigenous communities on the issues of justice.
- . Excellent written and verbal communication skills.

CLOSING DATE: Friday, July 10th, 2019 @ NOON.

Please send your resume with a cover letter and two recent employment references and a contact number. Applicants can email their application packages to Ms. Florence Tabobandung rjc@wasauksing.ca.

If you have any further questions, please email Ms. Florence Tabobandung or call Ms. Dale Copegog, Director of Social Services @ 705-746-1052 Ext. 2265.

We thank all applicants and advise that only those selected for an interview will be contacted.