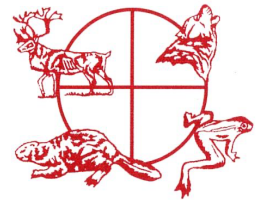


Tl'azt'en Nation
PO Box 670, Fort St James, B.C. V0J 1P0
Phone: 250-648-3212 / Fax: 250-648-3250



Social Development Department

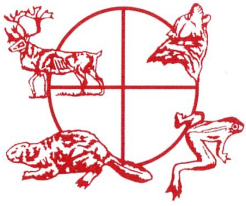
Community Justice Coordinator

Full Time Permanent/ Closing Date: Open until filled

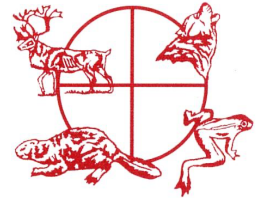
Tl'azt'en Nation Social Development is seeking an individual to provide Community Justice Program services. The successful candidate will be a coordinator within the Social Development Department. The ideal candidate is motivated, a self-starter, strong planner, community minded, team oriented ready to step up and provide our members with exceptional services. In accordance with the Mission, Vision, and guided by our Strategic Plan the successful candidate /individual will have the following

Duties & Responsibilities:

- Works collaboratively with the team and outside partners to provide crime prevention, justice circles, and community justice safety measures in accordance with funding/partner guidelines.
- A client focused approach with special interest in criminal justice.
- Have well developed interpersonal skills, communication and presentation skills, tact and diplomacy initiative and flexibility. Able to follow the Tl'azt'en Nation Policy & Procedures Manual.
- A personable and professional attitude and approach in the workplace. Proficiency in Office Computer Applications, etc.
- Maintain effective communications with members for service delivery and outside partners and related agencies, (RCMP, Crown, Courts, and Corrections).
- For Corrections, this means accepting a referrals process, monthly reporting including statistics, etc. Completing the reporting according to partners guidelines.
- Encourage and explore traditional justice approaches and practices.
- Plan, and oversee, deliver appropriate justice programming workshops, including informational sessions with members/clients as needed. Also, assisting within department functions/activities.
- Prepare and present reports to leadership, community and Social Dev. Committee and supervisors on an as needed basis.
- Develop a restorative justice or reparation focused sentencing advisory process for adult offenders.
- Develop Case management system including Active measures approaches, Bail, or alternative measures for individuals in the system.
- Monitoring of Individuals in the court systems, including probation.
- Oversee and direct CJ assistant in activities and priorities for the program.
- Willingness and ability to travel for training/events, etc. on an as needed basis.



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- Develop a strategy for client relapses and barriers including case /action plans with partners.

Qualifications:

- Excellent Communications Skills including oral and written communication. Ability to communicate in a clear and concise manner.
- Excellent Interpersonal Skills
- Community Justice Work experience minimum 2 years relevant experience.
- Diploma or Certificate in Social Service, Criminal Justice, etc.
- Must be able to complete and clear a Criminal Record Check and Vulnerable Person's Sector.
- Valid Class 5 Drivers License.
- Ability to organize work and set priorities; ability to meet deadlines and work independently and ensuring confidentiality is a must.

Please submit your cover letter and resume outlining how you meet these requirements. Successful candidates will be contacted for an interview. Proof of certifications required prior to employment.

Attention: Michelle Pierre, Manager of Social Development
michelle.pierre@tlazten.bc.ca