



GICHI OZHIBI'IGE OGAAMIC  
ADMINISTRATIVE OFFICE

## EMPLOYMENT OPPORTUNITY

**Position Title:** Youth Diversion Coordinator (YDC)  
**Unit:** Kaakewaaseya Justice Services  
**Location:** Justice Office Kenora  
**Closing Date:** Open until filled



### Job Overview:

The First Nation Youth Diversion Coordinator (YDC) is a highly motivated, organized, community and results-oriented individual, who works as a team member under the guidance and direction of the Treaty #3 Justice Director and the First Nation's Justice Committee to advance the Treaty #3 Community Youth Diversion Project. The YDC is responsible to the Treaty #3 Justice Director, for day-to-day activities, and the GCT#3 Executive Director for overall work performance.

### Responsibilities:

- Provide diversion and assistance services for youth that have pre and post charge and court orders to complete, and to utilize GCT#3 program supports.
- Work independently and shows initiative with changing priorities and requirements to help ensure that Community Justice work plans and activities are carried out at the First Nation level.
- Maintaining communication with key contacts, service providers, providing progress reports.
- Liaise with community service providers and justice administrators including Crown Attorneys, Legal Aid and defense lawyers, court staff, police, court workers and probation to develop effective working partnerships.
- Initiate and support the development of new or enhanced justice and healing options for the community.
- Maintain confidentiality and impartiality; identify and address conflicts of interest, breaches of confidentiality and liability issues with the Justice Committee and community members.
- Communicate and coordinate the sharing of community justice information and ideas between the Treaty #3 Justice Director, First Nation Justice Committee members, community members, clients, and resource people.
- Address correspondence or inquiries related to the Community Justice projects as required.
- Coordinate First Nation Youth Justice Committee meetings – including preparing agendas, notices, confirming attendance, arranging for facilities and refreshments, participating and following up as requested by the committee.
- Organize other meetings, workshops, consultations, training and community information sessions as required to provide information of the project.
- Coordinate community justice processes and case management, with the Treaty 3 Community Justice Lead, including:
  1. Referrals, screening, and assessment of cases
  2. Preparation for justice sessions – participants, facilities, refreshments
  3. Facilitating justice sessions (Circles, conferences, forums or hearings)
  4. Follow up – monitoring and mentoring clients to complete agreements, maintaining communication with key contacts, service providers, providing progress reports
- During an emergency epidemic/pandemic situation, job duties will be reviewed and reassigned accordingly.
- All other related duties assigned by supervisor and Leadership of GCT#3

### Qualifications:

- A college diploma or university in Law and Justice, Law Enforcement, Social Work, Psychology, and Community Services OR an equivalent combination of education and experience 1-2 years.
- Familiarity with history, traditions, dynamics and concerns of the community.
- Knowledge of Treaty and Aboriginal rights and issues related to Aboriginal peoples.
- Basic knowledge of restorative justice processes, criminal justice system, community resources (formal and informal, traditional and mainstream) and case management.
- Strong emotional intelligence, interpersonal and conflict resolution skills.

**Preference will be given to those applicants with:**

- An Anishinaabe background. Applicants that have prior knowledge of Anishinaabe Worldview; have a basic understanding of the Ojibwe language and understand the Anishinaabe protocols and customs.
- Experience communicating and building relationships with Treaty 3 communities.

**Skills/ Abilities:**

- Proficient use of various office based software including Microsoft Office (Word, Excel and Power Point), online video-conferencing platforms (Zoom, Blue Jeans, Microsoft team) and human resources information system.
- An understanding of the Anishinaabe language, culture and traditions.
- Ability to work with all levels of employees and departments.
- Ability to provide professional customer service.
- Communicate effectively and diplomatically orally and in writing.
- Proven skill to format and draft correspondence, forms, reports, and proposals.
- Ability to work under pressure and meet deadlines.
- Ability to organize, prioritize and multi-task.
- Ability to take initiative and work with minimal supervision.

**Working Conditions:**

- Must have valid driver's license, in good standing and a reliable vehicle.
- Must have a clear criminal records/vulnerable sector check is required upon hiring.
- Must be able to travel on short notice.
- Travel may be required within Kenora and surrounding areas.
- Busy office setting and repetitive work.
- Manual dexterity required to use desktop computer and peripherals.
- Interacts with public at large.
- Overtime may be required.

Please send cover letter, resume, and contact information for 3 references to the attention of:

**Oluyinka Leigh, Human Resource Manager**

Grand Council Treaty #3  
P.O Box 1720 Kenora,  
Ontario P9N 3X7  
Fax: 807-548-5041  
Email: [hr@treaty3.ca](mailto:hr@treaty3.ca)

We would like to thank all candidates in advance for their interest in this position, however only those being considered will be contacted. At Grand Council Treaty #3, we value the unique skills and experiences each individual brings and are committed to creating and maintaining an inclusive and accessible environment for everyone. If you require accommodation during the recruitment and selection process, advise Human Resources when applying for the position.