



# Employment Opportunity

Position: **Community Legal Worker**  
Status: Full-time Temporary Contract  
Opening Date: May 27, 2023  
Location: Netmizaaggamig Nishnaabeg (Pic Mobert)

Posting Reference #: NTC 202316  
Contract End Date: March 31, 2024  
Closing Date: Open until filled

Nokiiwin Tribal Council is a rapidly expanding non-profit organization providing a diverse range of services. Nokiiwin Tribal Council is dedicated to working in unity with our five member First Nations to enhance growth and prosperity in the areas of governance, finance, access to justice, economic development, community planning, technical and education services. For more information, please visit at [www.nokiiwin.com](http://www.nokiiwin.com).

The Nokiiwin Tribal Council requires an experienced, knowledgeable, motivated, and career-minded **Community Legal Worker supporting individuals residing in Netmizaaggamig Nishnaabeg (Pic Mobert First Nation area)**. Reporting to the Access to Justice Manager, the Community Legal Worker will work in a team centred environment and closely with the Restorative Justice Coordinator, Victim Services Social Worker, Victim Support Advocate, and others.

The Community Legal Worker is the first point of contact for clients who are involved with the Justice System, including Legal Aid Ontario and the courts. The primary function is to assist clients, counsel, and other parties in advance, on court days, with referrals, diversions, PLE, legal aid applications and act as an ambassador for Nokiiwin Tribal Council and the member communities we serve.

## Summary of duties:

- Provide information and assistance to clients charged with criminal offenses to facilitate their participation in the criminal justice system and make appropriate referrals.
- Be familiar with the criminal justice system and the role of Legal Aid, duty counsel, criminal defense lawyer, crown attorney, judge, justice of the peace, and other court parties.
- Assisting clients in the preparation of Legal Aid applications, assisting community members in seeking legal counsel
- Assisting community members in the completion of routine forms and providing information and referrals.
- Referring legal advice and brief service requests to Nokiiwin lawyer and / or duty counsel
- Following up on applications to ensure all necessary documentation and information has been submitted.
- Assisting clients in dealings with justice personnel (e.g., probation officers, police officers).
- Attending court and Correctional Centre, as needed, and support clients throughout court process.
- Instruct clients charged with criminal offences on new court procedures and processes involving digital access and virtual hearings and on use of computer tablets and phones to allow them to participate in hearings and phone meetings.
- Being available for work during regular business hours in the office or in member communities as required during advance, court, and summary legal clinic days and to be on call at other times when required.
- Ensure community members are aware that the Nokiiwin lawyer/duty counsel is available to provide legal advice.
- Act as point of contact for lawyers, service providers and Nokiiwin staff and facilitate client communication with the above
- Assist defense counsel, duty counsel, Restorative Justice Workers, and Justice Committee members in identifying potential community diversions; inform Restorative Justice Workers and complete a referral when a matter is diverted; assist with preparations for Restorative Justice circles and ensure that reports are or have been provided to the defense and the offender.
- Maintain accurate confidential records, files, statistics, and reports.

## Preferred Qualifications:

- A combination of working experience and Secondary School Graduation Diploma will be considered.
- Must have experience working with First Nation organizations, First Nation Government, First Nation communities and other levels of government.
- Must have proven well-developed communication (speaking and writing), public relations and negotiating experience; must be highly self-motivated and able to work well independently or as a team member.
- Must have excellent computer skills, proven experience with work processing, spreadsheet, database, presentation, and publishing software preferably in a Microsoft Office Suite environment.
- Demonstrated experience and ability in policy, planning and program development and implementation.
- Must have a valid Driver's License and access reliable transportation.
- Successful Level 3 Vulnerable Sector Screening
- **Successful candidate will reside in Netmizaaggamig Nishnaabeg (Pic Mobert First Nation) or surrounding commuting area (Marathon or White River)**

Please send your cover letter, resume, and 3 work-related references to:

**Human Resources, Nookiwin Tribal Council**  
384 Fort William Road, Thunder Bay, ON, P7B 2Z3  
E-mail: [hring@nookiwin.com](mailto:hring@nookiwin.com)  
Fax: (807) 474.4238

*Only candidates who meet the qualifications and are granted an interview will be contacted.  
Nookiwin is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.*