



## Job Posting Court Support/Services Navigator

### Summary

The Court Support/Services Navigator is the first point of contact for clients who are involved with the Justice System, including Legal Aid Ontario and the courts. The Court Support/Services Navigator will attend court and be available in the community to facilitate access to court services. The Court Support/Services Navigator is responsible for assisting clients, counsel, Nokiiwin Restorative Justice Coordinator and other parties with advance and court days, referrals, diversions, legal aid applications, and supporting Netmizaaggamig Nishnaabeg Community Members with all court related matters.

Probationary Period: 3 Months

### **RESPONSIBILITIES:**

1. Provide information and assistance to clients charged with criminal offenses to facilitate their participation in the criminal justice system and make appropriate referrals;
2. 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.
3. Support clients through court processes by:
  - a. Assisting clients in the preparation of Legal Aid applications, assisting community members in seeking legal counsel
  - b. assisting community members in the completion of routine forms and providing information and referrals;
  - c. referring legal advice and brief service requests to Nokiiwin lawyer and / or duty counsel
  - d. following up on applications to ensure all necessary documentation and information has been submitted
  - e. assisting clients with limited communication availability in dealings with justice personnel (eg. probation officers, police officers);
  - f. Attend court and Correctional Centre, as needed, and support clients throughout court process;
4. 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;
5. Ensure community members are aware that the Nokiiwin lawyer/duty counsel is available to provide legal advice
6. Act as point of contact for lawyers, service providers and Nokiiwin staff and facilitate client communication with the above
7. 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.

8. Maintain accurate confidential records, files, statistics and reports.
9. Perform other related duties when and as required in keeping with the furtherance of the goals and mandate of Netmizaaggamig Nishnaabeg.

**REQUIRED SKILLS & EXPERIENCE:**

1. Excellent communication and interpersonal skills for dealing with clients, lawyers and other agencies with the proven ability to exercise judgment when encountering stressful situations including the early identification of vulnerable clients so that the appropriate service and referrals can be made
2. Proven ability to learn and adapt to new or modified policies and procedures
3. Demonstrated commitment to client service and relationship building skills
4. Possess experience with all types of law and some knowledge of relevant legislation such as the Criminal Code of Canada, the Family Law Act and the Child and Family Services Act
5. Excellent verbal and written communication skills and presentation skills
6. Intermediate to advanced computer skills, including familiarity and competence with zoom, teams, MS suite etc.
7. Ability to maintain knowledge of legal aid application process, financial principles and Legal Aid Ontario policies and practices
8. Demonstrated ability to use latest communication technologies including Smartphones, iPhone, iPad, laptops etc.
9. Must have intermediate knowledge of the following Microsoft programs; Word, Excel and PowerPoint.
10. Must have valid Ontario Driver's License and access to reliable transportation.

**Closing Date: January 13<sup>th</sup>, 2023**

**Send resume to:**

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