



NATIVE CORRECTIONS OFFICER – 180-21-1
CORRECTIONS, SOCIAL SERVICES
Full-Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **October 20, 2021**, for the Natives Corrections Officer with Corrections, Social Services Department. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through <https://www.vscyberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

JOB SUMMARY: The Native Corrections Officer reports to and works under the supervision and direction of the Supervisor of Six Nations – Grand River Correctional Services and according to the Ministry of the Solicitor General (SOLGEN) policies and guidelines. The Native Corrections Officer (NCO) is responsible for monitoring and supervising Clients serving a term of Community Supervision ordered by the Court or paroled by the Ontario Parole Board (OPB) according to the Ministry of the Solicitor General (SOLGEN) policies, procedures and guidelines.

Type	Full Time
Closing Date	October 20, 2021
Term:	Permanent
Hours of Work	35 hours weekly
Wage	TBD

BASIC QUALIFICATIONS:

- Must possess a Bachelor's Degree with a preference given to the following area(s) of expertise: law, criminology, social work, social sciences or other related field of study.
- Must possess accurate, clear, concise oral and written communication skills;
- Must possess solid organizational, time management and administrative skills and be able to prioritize work load;
- Must demonstrate ability to use computer hardware/software to effectively input and retrieve information;
- Must be able to work with a variety of personalities and temperaments;
- Must be able to work independently with minimal supervision and within a team concept;
- Must be willing to work flexible hours as required;
- Must build a knowledge base of the Criminal Justice System of Ontario;
- Must possess the knowledge/ability to interpret/apply relevant legislation;
- Must be knowledgeable of Six Nations community resources/agencies, as well as external resources/agencies in surrounding areas;
- Must be knowledgeable of traditional approaches to helping Indigenous clients.
- Must have a valid Class "G" Driver's License, a reliable vehicle and proper insurance coverage.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Melissa Stefureak, Staffing Officer at 519-445-2223 ext 5727 or via email at recruitment@sixnations.ca.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Native Corrections Officer – Full Time – 180-21-1
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0



Revised June 15, 2021

SIX NATIONS – GRAND RIVER CORRECTIONAL SERVICES

POSITION: *Native Corrections Officer*

REPORTING RELATIONSHIP: Reports to and works under the supervision and direction of the Supervisor of Six Nations – Grand River Correctional Services and according to the Ministry of the Solicitor General (SOLGEN) policies and guidelines.

PURPOSE AND SCOPE OF THE POSITION:

The Native Corrections Officer (NCO) is responsible for monitoring and supervising Clients serving a term of Community Supervision ordered by the Court or paroled by the Ontario Parole Board (OPB) according to the Ministry of the Solicitor General (SOLGEN) policies, procedures and guidelines.

RESPONSIBILITIES:

1. Provides monitoring and supervision of Clients

- i. Conducting client intakes that include assessments, Level Of Service Inventory – Ontario Region (LSI-OR), appropriate Offender Management Plans and update Alerts;
- ii. On-going monitoring and supervision of clients per Offender Management Plan, including regular client supervision meetings, consistent collateral contacts and timely enforcement as required;
- iii. Providing client support, positive encouragement and motivational interviewing techniques as required;
- iv. Referring clients to appropriate community agencies for needed services and provide on-going collateral contact with agencies;
- v. Referring clients serving a Community Service Order to appropriate placements with community agencies;
- vi. On-going, consistent contact with victim(s) as per the SOLGEN policies, procedures and protocols for victims of violent offences, domestic assaults, and sexual assaults;
- vii. Completing court variations as requested/required;
- viii. Monitoring of Court ordered restitution and/or charitable donation payments.

2. Prepares required reports

- i. The NCO prepares reports for the courts and the Ontario Parole Board according to SOLGEN policies and guidelines such as pre-parole reports, stand-down reports, progress reports & incident reports;

3. Protects the community through appropriate enforcement action

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- i. Prompt follow-up with Clients who fail to report, followed by appropriate enforcement decisions;
- ii. Preparing enforcement packages as required for clients serving probation, conditional sentences and parole;
- iii. Preparing required official reports for the Ontario Parole Board;
- iv. Attending court to testify as required.
- v. Collateral contact with local police services as needed;

4. Liaises with appropriate officials regarding monitoring and supervision or enforcement by:

- i. Reviewing Offender Management Plans with Supervisor and/or SOLGEN Area Manager as required and/or directed;
- ii. Reviewing Community Service Order plans with Supervisor and/or SOLGEN Area Manager as required;
- iii. Relating any specific supervision concerns to the Supervisor and/or SOLGEN Area Manager as required;
- iv. Contacting and attending at Courts, Judge's Chambers, Crown Attorney's Office, Institutions and Probation & Parole Offices etc. as appropriate;
- v. Contacting SOLGEN regarding OTIS information & statistical data;
- vi. Collateral contact with local police services as needed
- vii. Regular contact with community agencies as required

5. Participates in on-going Native Supervision Program development by:

- i. Attending and positively participating in all staff meetings as requested;
- ii. Gathering and submitting client information and other data as required.

6. Performs other related duties as required by the Supervisor, Six Nations – Grand River Correctional Services, which includes but is not limited to, participation in the Six Nations Community Emergency Measures Plan.

WORKING CONDITIONS:

This position involves:

- i. Extensive external contact with Ontario Court of Justice, Ontario Parole Board, Probation & Parole Offices, Institutions etc.;
- ii. Direct contact with offenders, including but not limited to probationers, parolees, and conditional sentence clients;
- iii. Some risk is involved due to predisposition of some clients;
- iv. Work requires travel to surrounding communities using own transportation;
- v. Work requires attending meetings regarding staff and program operation;
- vi. Work hours may vary
- vii. Works in a secure and climate controlled environment.

WORKING RELATIONSHIPS:

With the *Supervisor of Six Nations Grand River Correctional Services*:

The NCO will receive guidance, support and direction and will supervise and interact with staff to ensure tasks are completed efficiently and effectively. NCO will be familiar with Six Nations Council policy and procedures.

With Staff:

The NCO will work in a courteous, cooperative and team building spirit with all staff.

With Clients:

The NCO will provide support, guidance, direction and encouragement.

With External Agencies:

In a professional manner represents and promotes Six Nations interests relative to Six Nations-Grand River Correctional Services and its programs and services.

With the Public:

The NCO represents and promotes Six Nations-Grand River Correctional Services and its programs and services in a professional manner and with regard to the safety and Cultural concerns and needs of the community.

KNOWLEDGE AND SKILLS:

- i. Must possess a Bachelor's Degree with a preference given to the following area(s) of expertise: law, criminology, social work, social sciences or other related field of study.
- ii. Must possess accurate, clear, concise oral and written communication skills;
- iii. Must possess solid organizational, time management and administrative skills and be able to prioritize work load;
- iv. Must demonstrate ability to use computer hardware/software to effectively input and retrieve information;
- v. Must be able to work with a variety of personalities and temperaments;
- vi. Must be able to work independently with minimal supervision and within a team concept;
- vii. Must be willing to work flexible hours as required;
- viii. Must build a knowledge base of the Criminal Justice System of Ontario;
- ix. Must possess the knowledge/ability to interpret/apply relevant legislation;
- x. Must be knowledgeable of Six Nations community resources/agencies, as well as external resources/agencies in surrounding areas;
- xi. Must be knowledgeable of traditional approaches to helping Indigenous clients.
- xii. Must have a valid Class "G" Driver's License, a reliable vehicle and proper insurance coverage.

IMPACT OF ERROR:

Errors in judgment and in the conduct of duties could lead to loss of program funding, poor public relations and loss of public confidence, reduced/inadequate client service and legal liability.

CONTROLS:

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The Native Corrections Officer works within the organizational structure and administrative policies and procedures as established by the Six Nations Council; and the policies, procedures and guidelines of the Ministry of the Solicitor General as they relate to the Six Nations-Grand River Correctional Services and its programs and services.

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