



Bail Verification and Supervision Worker 081-26-5
Justice, Nation Building

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, **June 3, 2026**, for the **Bail Verification and Supervision Worker** with **Justice, Nation Building**. 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 are accepted through [My Job Search](#). **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:

PURPOSE & SCOPE OF THE POSITION:

The role of the IBVSW is to assist any accused person, in custody (aged 18+) who identifies as First Nations, Metis, Inuit, status or non-status concerning bail. Those who are eligible for the program will receive supervision, guidance and support from a Bail Worker (Supervisor) in the community, as an alternative to incarceration.

| | |
|----------------------|-------------------|
| Type | Contract – 1 year |
| Closing Date | June 3, 2026 |
| Hours of Work | 35 hours per week |
| Wage | Min. \$57,200/yr |

*A competitive compensation package will be offered commensurate with qualifications. *

BASIC QUALIFICATIONS:

Minimum Requirements:

- Bachelor's degree or master's degree in criminology, social work, psychology or a related field
- **OR**
- Possess a two-year college diploma with 3-10 years of experience in the field of justice or related field.
- High-level understanding of the mainstream legal and court system.
- The justice program is seeking an Indigenous candidate to work with Six Nations members using a culturally appropriate approach.
- Proven ability working with social agencies from Six Nations or other First Nations.
- High Level of Communication Skills: Interoffice, Telephone, and Written.
- High Level of Computer Skills: Microsoft Word, Outlook, Excel, Power Point and Publisher.

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.

- High level of office and interpersonal communication skills.
- Strong level of organizational skills.
- Must be a team-oriented player.
- Has a valid G license and access to a reliable vehicle.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: [My Job Search](#) 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 includes:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify 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 **Kalvin Egan**, HR Business Partner at 519-445-2223 ext. 5721 or via email at HRBP5@sixnations.ca.

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 qualify 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:

Bail Verification and Supervision Worker 081-26-5

c/o Reception Desk
 Grand River Employment & Training (GREAT)
 P.O. Box 69, 16 Sunrise Court
 Ohsweken, Ontario N0A 1M0

POSITION TITLE: **Bail Verification and Supervision Program**

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Justice Director/Staff Lawyer.

PURPOSE & SCOPE OF THE POSITION:

The role of the IBVSW is to assist any accused person, in custody (aged 18+) who identifies as First Nations, Metis, Inuit, status or non-status concerning bail. Those who are eligible for the program will receive supervision, guidance and support from a Bail Worker (Supervisor) in the community, as an alternative to incarceration.

KEY DUTIES & RESPONSIBILITIES:

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RESPONSIBILITIES

- Attend court as a representative of the Six Nations Indigenous Bail Program by Zoom and/or Audio.
- Advocacy for the Community/Public regarding courts and processes.
- Develop and maintain cooperative working relationships with court officials, justice stakeholders and Indigenous communities and organizations.
- Working knowledge of required documentation from courts: assessment
 - Criminal Record
 - Incident Report/s
 - Police Statements
- Review documents, gather information and assess eligibility for bail release into the program.
- Interview prospective candidates for bail VIA Zoom and/or telephone.
- Zoom court, court permitting, telephone, arranged times through institution, TOLL FREE # that is monitored by workers daily.
- Obtain relevant information from police, defense lawyers and the Crown's office.
- Complete verification process and communicate outcome to appropriate stakeholders.
- Monitor clients' bail conditions according to program standards.
- Complete risk-need assessments and intervention plans.
- Provide counselling and referrals to culturally appropriate services to address client needs.
- Maintain case recording of all contacts made with the clients and other agencies on their behalf.
- Liaise with police, court officials and Indigenous service providers to support bail clients.
- Travel to the surrounding Indigenous Communities to meet with clients as required.
- Provide crisis intervention and enhanced mental health support to bail clients as required.

Technical Functions

- Has a strong knowledge of Six Nations community resources and surrounding area/s.
- Strong knowledge of Six Nations cultural norms and historical issues.
- Ability to research surrounding and other First Nations in and outside Ontario.
- Has a strong knowledge of the bail process.
- Has a strong knowledge of the criminal justice system and the criminal code.
- Ability to articulate criminal and social justice issues.
- Excellent written and verbal communication skills.
- Self-motivated individuals with strong organizational and interpersonal skills.
- Project a positive, friendly and professional attitude.
- Ability to work independently as well as part of a team.
- Excellent decision-making and problem-solving skills.
- Constant ability to learn and to respond constructively to change and stressful situations.

- Flexible working on various shifts including days, evenings, weekends and statutory holidays as required.
- Knowledge of Zoom
- Know how to input data
- Criminal record check is required.

Administrative Functions

- Represent Six Nations Justice program at inter-agency meetings when appropriate.
- Answer telephone calls and respond to emails relating to intake, support and advocacy of clients navigating the mainstream legal system.
- Conduct intakes and produce progress notes for all clients.
- Work with community agencies to help the client/family meet their immediate and long-term needs and goals in relation to the court process.
- Prepare monthly and quarterly reports for MAG and Six Nations of the Grand River (criminal offences).
- Ensure that confidentiality waivers are explained to clients and signed by clients to connect to other social agencies assisting them.
- Provide community presentations regarding the bail program.
- Update forms as necessary and as change/s required.
- Update forms and develop new forms as required.

Communications Functions

- Ensures confidentiality is maintained with clients and Justice department matters.
- Provides statistical reports and recommendations.
- General understanding of communication procedures within an office setting.
- Enhances relationships with the justice system, community resources and works in collaboration with existing community base programs and services.
- Foster communication and linkages with community agencies/organizations to improve access and mitigate barriers to services and supports.
- Maintains confidentiality and ensures compliance following the Justice Department's policy.
- Participates in team approaches to resolving issues, conflicts and problems that may arise in the process of providing services – when appropriate.

Other Functions

- Performs other job-related duties as may reasonably be required by the Justice Director, and/or manager.
- Will attend and participate in scheduled training as directed by immediate supervisor.

WORKING CONDITIONS:

- Work involves mental stress, requires interaction with the public and staff, subject to deadlines, interruptions, and some unscheduled work hours, and the ability to take direction, and work effectively and independently.

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- Possible travel inside and outside of the community using a personal vehicle.

WORKING RELATIONSHIPS:

With the Justice Director/Staff Lawyer

Receives guidance, discusses plans, and priorities to ensure tasks are done efficiently and effectively; receives direction and supervision.

With Justice Department Staff

Liaises, cooperates and provides encouragement; maintains control through teamwork and direction.

With Other Staff

Maintains cooperation and consideration with all staff.

With External Agencies

Represents and promotes Six Nations Justice Department interests related to the Bail Program and maintains awareness of legislative policy and program changes; seeks to develop sound, professional working relationships.

With the Public

Represents and promotes the justice department program interests of Six Nations Elected Council; works in a courteous, co-operative, positive and proactive manner, provides information as requested.

KNOWLEDGE AND SKILLS:

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- Strong level of organizational skills.
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IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss credibility, poor public relations, confusion, duplication of effort and misinformation resulting in negative impacts to the leadership team and SNGR. Errors in judgement could lead to embarrassment to SNGR, community

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and administration, loss of public confidence and unnecessary conflict leading to lack of trust and legal liability.

CONTROL:

Guiding principles set by the Justice Program and Six Nations Council. Works within the administrative policies and procedures by the Six Nations Council for the Justice Program and other legislation provided by the respective government.

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