



### **Job Posting – Internal/External**

**POSITION:** Native Inmate Liaison Officer Full Time

**LOCATION:** Maplehurst Correctional Complex (Milton Ontario)

**SHIFT:** Monday to Friday – 9am-5pm

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**Na-Me-Res** (Native Men’s Residence), located in Toronto, is a diverse, multi-service organization. Our Mission Statement is: Through a culture-based approach that addresses the holistic needs of its clients, Na-Me-Res’ mission is to provide temporary, transitional, and permanent housing to Indigenous men experiencing homelessness in Toronto, while providing outreach and support services to the broader Indigenous homeless population.

### **OBJECTIVE**

To provide liaison services between Indigenous clients and the community to ensure access to resources aimed at meeting their educational, employment, housing, health or other identified needs. Provide Indigenous culture awareness training for Ministry staff to encourage their awareness and understanding of Indigenous culture. To be a support to Indigenous Inmates with preparations for cultural and spiritual resources required to deliver healing and wellness activities such as e.g. sweat lodge ceremonies, healing circles, smudging, drumming. This may include, where necessary, other Elders and other resource people as well as gathering and supplying the traditional ceremonial medicines for client use. An ideal candidate has experience working with Indigenous men in corrections and provides traditional knowledge and supports.

### **DUTIES AND RESPONSIBILITIES INCLUDE:**

- Counselling for First Nations, Métis, Inuit and those who self-identify as Indigenous. Provide offender counselling and assistance to Indigenous clients who wish to practice traditional ways and attend interfaith meetings within the institution where applicable and coordinate activities with Chaplain Services.
- Provide Indigenous clients with cultural programming. Complete a NILO Programming Intake form on all offenders, record all client contact information on the NILO Client Contact sheet and submit monthly statistics on the NILO Statistics form. Act as a resource to the Parole Board if requested with respect to Indigenous programming, cultural and spirituality.
- Attend and participate in meetings at the institution such as staff meetings, case conferences, Program committee meetings, Temporary Absence Committee meetings and other meetings as requested.
- Provide input to discharge planning and Temporary Absences as required for Indigenous inmates who may be awaiting disposition from the courts or serving custodial sentences,
- Plan, organize and facilitate Indigenous programs and activities on a regular basis, providing an itinerary of events as requested by the institution.
- Assist Indigenous clients with the development and verification of Temporary Absence plans for work, education or treatment etc.
- Act as a liaison between clients and staff/community groups/Probation and Parole services, Elders and Spiritual Teachers, Indigenous community corrections workers and other service providers. Actively establish community involvement in order to assist the client in positive healing.
- Develop, coordinate, and maintain regular cultural programs and cultural, social and spiritual activities that focus on positive personal growth.
- Facilitate communication between Indigenous clients, their families, institutional staff and other agencies.
- Prepare and submit regular reports and statistics pertaining to programs, activities and clients to the Superintendent or designate and Service Provider Executive Director as required.
- To participate in any training activities/programs as recommended/required by the Ministry/Institution.

### **REQUIREMENTS:**

- 3-5 years’ experience working in a social service setting
- Post-secondary degree or diploma in a related field
- Must pass background checks (*including Police record check, Federal Government screening, and reference checks*) as a condition of employment
- Understanding of Aboriginal history and culture is key in this role
- Ability to communicate in writing (e.g. complete detailed, accurate and clear written reports), and documentation
- Superior crisis intervention and problem-solving skills
- Excellent interpersonal and communication skills
- Ability to work independently and as part of a team

- Computer literacy including demonstrated competence with Microsoft Office (experience with database software is an asset)

**Na-Me-Res** encourages Indigenous applicants (First Nation, Metis, and Inuit). We thank all applicants however only those selected for an interview will be contacted. If you are invited to an interview and require accommodation, we will make every effort to accommodate you.

*Native Men's Residence requires all employees, contractors, students, and volunteers to be fully vaccinated against COVID-19, absent of a valid medical exemption or other reasonable consideration pursuant to the Human Rights Code of Ontario.*

**CLOSING DATE: January 18, 2023, at 12pm.**

**(Hand delivered resumes will not be accepted, please no phone calls)**

**A resume and cover letter can be mailed, faxed, or emailed to:**

Human Resources

26 Vaughan Road, Toronto, ON M6G 2C4

**Fax #:** (416) 652-3138 / **Email:** [jobs@namerres.org](mailto:jobs@namerres.org)