



Nishnawbe-Aski Legal Services Corporation  
Employment Opportunity

**Community Release and Reintegration Worker**

This is a full-time position at 35 hours per week. This position is responsible for providing bail verification and supervision, reintegration aftercare, and nation-based justice support.

**Qualifications:**

- Two years work experience in a social or justice services environment and/or post-secondary education in social services, law, politics, or Indigenous studies.
- Proven ability to work with individuals from the community.
- Knowledge of historic and current forms of colonialism, systemic discrimination, displacement, and barriers facing Indigenous communities.
- Ability to articulate criminal and social justice issues.
- Experience in counselling, crisis intervention, and trauma-informed care is an asset.
- Fluency in an Indigenous language is an asset.
- Strong computer literacy skills and ability to use MS Office Software.
- Flexibility to work evenings, weekends, and statutory holidays as required.
- Criminal record check is required.

**Responsibilities:**

- Build strong relationships with community, justice partners and stakeholders.
- Interview prospective candidates for bail at the detachment and district jail.
- Complete verification process, assess eligibility for release into bail program and communicate outcome to appropriate stakeholders.
- Supervise bail court orders and provide aftercare support to clients in the Bail Program.
- Travel to surrounding First Nations to meet with clients as required.
- Adhere to the Ministry's contract, policies and procedures.
- Prepare and complete weekly/monthly statistical reports.
- Facilitate justice circles.
- Provide assistance to the Gladue Program by liaising with clients, conducting interviews, drafting letters, implementing recommendations, and follow-up as necessary.
- Assist clients with social, mental health, education, housing, life-skills and well-being services, to reintegrate into the community following incarceration.
- Maintain confidential client records and complete statistical reporting.
- Provide counselling, referrals, and crisis intervention to clients.
- Other duties as required.

## **Duties:**

### **1. Indigenous Bail Supervision and Verification**

#### **Develop release plans for bail court**

- Attend detachment, court, jail or correctional centre where clients are held in custody pending release on bail.
- Receive referrals from Crown, Justice of the Peace, Duty Counsel and Defense Counsel.
- Meet with clients in custody and complete intake interview.
- Review intake interview and contact collaterals to verify information provided by client.
- Assess eligibility for bail supervision using verified information, intake information, and client's ability to understand obligations of release conditions and the bail program.
- Draft verification report containing bail plan and eligibility for bail supervision.
- Deliver verification report to referrer and appropriate justice personnel such as justice of the peace, duty counsel, crown counsel, or defense lawyer.
- Retain copy of report for records.
- Follow up to obtain final determination of bail court from referrers and justice personnel such as justice of the peace, duty counsel, crown counsel, or defense lawyer.

#### **Bail Supervision**

- Meet with clients within 24 hours of release to complete bail supervision program intake.
- Open new client file.
- Make a copy of client's recognizance to retain for file.
- Ensure client signs program contract, confidentiality agreement and any other necessary documents for file.
- Obtain client's next court date, any change in legal representation and note in file.
- Establish a reporting schedule including method (telephone or in-person), time and place.
- Confirm and approve client address and note in file.
- Confirm current contact information and note in file.
- Review bail court order with client, confirm next court date and reporting date.
- At each subsequent reporting date, review bail court order with client, confirm next court date, confirm next court date, review contact information, and review current address (review and approve new suitable address if necessary).
- Follow program directives, guidelines, and policies for opening and closing files.

#### **Breach**

- When client does not attend reporting date, follow up with client.
- When client is unreachable, contact next of kin and other contacts and places where client may be reached.
- Allow client a reasonable opportunity to report.
- Write letter of warning to client and allow the client an opportunity check in.
- Write letter of warning to client's lawyer and allow the client an opportunity to check in.
- If client does not make contact, notify program coordinator, supervisor, manager or director to implement breach procedure.
- All attempts at contact must be noted in file, including copies of written communications.
- Follow program directives, guidelines, and policies for compliance checks and breaches.

## **2. Reintegration Aftercare**

### **Bail Aftercare**

- In keeping with the presumption of innocence, make bail aftercare available to all clients on supervision who desire to participate.
- At first client intake meeting on release, develop a plan of care with client. Plan is included in bail file and followed up on at each reporting date.

### **Reintegration Aftercare**

- Accept referrals from justice providers, lawyers, probation, parole, family, friends and community leadership for clients departing custody or the criminal justice system.
- Meet with clients one-on-one to engage client in reintegration and develop a plan of care.
- Plan of care is unique to client's needs and goals. Plans can include one-on-one mentorship and guidance, referrals to local programs and services, navigating clients through application processes for programs. Education, housing, income assistance, employment, mental health services, basic food and clothing needs, addictions, and more can be involved in a single plan.
- Plans are written up, client file is opened and followed up on at each subsequent meeting.
- Aftercare is available even after the client completes any court order – bail, probation, parole.

## **3. Nation-Based Justice Support**

### **Community Justice Support**

- Be a knowledge resource to community members on legal matters by offering legal information and referrals.
- Help community members navigate the criminal justice and family law systems.
- Work with Chief and Council and local committees on community justice matters.
- Support NALSC programs and workers to meet the justice needs of community members.
- Connect community members to NALSC programs.

## **4. Other General Responsibilities**

### **Reporting**

- Follow program directions, policies, and guidelines regarding delivering data, client updates, and reports to program coordinator, supervisor, manager, or director in a timely manner.

### **Meetings, Training and Outreach**

- Attend all meetings, telephone and video conferences, committees, as directed.
- Attend professional development, training, workshops, education, as directed.
- Develop positive relationships with justice providers, defense counsel, police authorities, community leadership, duty counsel, crown attorneys, probation, parole and more. Keep program coordinator, supervisor, manager, or director apprised.

### **File maintenance**

- Ensure all paper and electronic files are maintained up-to-date.
- Follow directives, guidelines, and policies for records management and file keeping policies.

### **Additional Duties and Responsibilities**

- Complete all additional responsibilities and duties as assigned.