



Nishnawbe-Aski Legal Services Corporation

GLADUE CASE WORKER

Job Description

Title: Gladue Case Worker

Dept.: Gladue

Reports to: Gladue Team Leader

JD #: Gladue 0002

Approved: April 1, 2021

REVIEWED: April 1, 2021

Summary

The Gladue Caseworker is responsible for assisting aboriginal offenders in fulfilling the recommendations made in a Gladue report written on their behalf. The Gladue Caseworker will provide direct services, and make necessary referrals to programs and services in the community to ensure the clients receive services in a timely fashion. The Gladue Caseworker will work in partnership with the Gladue Writer, Courts and/or Probation and Parole Services in providing necessary client input and updates as required.

Core Competencies:

- Group facilitation, team building and decision making skills; ability to problem solve and take initiative.
- Self-motivated individual with the ability to work with minimal supervision in a team oriented setting.
- Effective crisis intervention skills.
- Proficiency in Microsoft Office including database applications.
- Ability to engage people to build trust and rapport; effective verbal and listening communication skills; excellent interviewing and counselling skills.
- Proficiency in Microsoft Office including database applications.
- Excellent case and file management skills, stress management and time management skills, ability to meet deadlines.

Job Duties

Program/Project Specific Management Work Duties

- Meet with clients to support them through the Gladue Report process.
- Work with the Gladue Writer in developing sentencing recommendations.
- Meet with clients to provide individual counselling and care plans.
- Advocate on behalf of and refer clients to appropriate services within the community.

- Meet with the client's family to facilitate the understanding and meeting the conditions the court have imposed.
- Provide recommendations and support to the family how they can support the client.
- Attend Court, specifically Bail Court to identify and advocate for clients who could benefit from a Gladue Report or Letter either at the Bail stage or Sentencing.

Program Administration PAPER WORK

- Complete applications for treatment centres and coordinate travel.
- Provide follow-up services to chart client's progress.
- Prepare Gladue letters when appropriate.

Outreach and Promotion/Public Relations OUTSIDE RELATIONS

- Work with the Gladue Team Leader, Gladue Writer and any additional partners to the Gladue Services program.
- Network with stakeholders, community agencies, participants, and families.
- Respond to general enquiries regarding the Gladue Services Program.

Relationships

Executive Director

The Gladue Caseworker will keep the Gladue Team Leader and LAO Area Director apprised of all important matters related to the Gladue Aftercare Program by providing written reports for review and oral reports on an ad hoc basis.

Gladue Services Program

The Gladue Caseworker will keep the Gladue Team Leader apprised of all important matters related to their projects and clients by providing written reports for review and oral reports on an ad hoc basis.

NAN Legal Staff

The Gladue Caseworker will work collaboratively with other NAN Legal staff by maintaining communication lines to allow opportunity to share information relevant to the program.

Requirements

- Preferred Community College diploma, University degree or equivalent in Social Services and/or a minimum of 5 years work in a social or justice services environment.
- Knowledge of the judicial system, Criminal Code, and other related federal and provincial statutes, and related court decisions regarding Aboriginal persons.
- Knowledge of Aboriginal culture and experience working with Aboriginal persons; understanding of the northern cultural environment; knowledge of an Aboriginal language(s) will be considered an asset.
- Experience in program delivery and administration.
- Ability to work flexible hours, including evenings and/or weekends.
- A clear criminal reference check (CPIC) and Vulnerable Sector Clearance will be a condition of employment
- Must have a valid Ontario driver's license and reliable transportation.

Reporting

- Under direction of the Gladue Team Leader the Gladue Caseworker is responsible for the coordination and administration of the Gladue Aftercare Program.
- The Gladue Caseworker is accountable to the Gladue Team Leader and LAO Area Director for the efficient performance of his/her function.

Meetings, Training and Outreach

- Participate in Gladue Aftercare Training as needed.
- 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.
- Other duties as assigned.

SALARY RANGE

Pursuant to current wage grid.

Temporary Added Duties

- Providing administrative support to the Gladue Manager and Gladue team.