



Nishnawbe-Aski Legal Services Corporation

GLADUE CASEWORKER

Job Description

Title: Gladue Caseworker

Dept.: Gladue

Reports to: Gladue Manager

JD #: Gladue 0002

Approved: April 1, 2021

REVIEWED: October 24, 2023

Summary

The Gladue Caseworker is responsible for assisting Indigenous persons we serve 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 with the Gladue Writer, Courts and/or Probation and Parole Services to provide 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 who can 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.
- Excellent case and file management skills, stress management and time management skills, and ability to meet deadlines.

Job Duties

Program/Project Specific 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 as required to facilitate understanding of court-ordered conditions and provide recommendations and support on how they can support the client.
- Attend clients' sentencing hearings to immediately connect with clients to advise on the next steps for follow-up on court orders and recommendations, and record sentencing results.

Program Administration

- Complete applications on behalf of clients such as treatment programs, housing, etc.
- Provide follow-up services to chart client's progress.
- Prepare Gladue letters and/or reports where required.

Outreach and Promotion/Public Relations

- Network with stakeholders, community agencies, participants, and families.
- Host information booths at conferences, gatherings, etc. where appropriate to promote Gladue program.
- Facilitate information seminars and presentations about the Gladue program's services.
- Respond to general inquiries regarding the Gladue program.

Relationships

Executive Director

The Gladue Caseworker will keep the Gladue Manager and Director of Legal Services apprised of all important matters related to Gladue aftercare services by providing written reports for review and oral reports on an ad hoc basis.

Gladue Services Program

The Gladue Caseworker will keep the Gladue Manager 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 the 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 Indigenous persons.
- Knowledge of Indigenous culture and experience working with Indigenous persons; understanding of the northern cultural environment; knowledge of an Indigenous language(s) will be considered an asset.
- Strong English writing ability is 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 the direction of the Gladue Manager, the Gladue Caseworker is responsible for the coordination and administration of client aftercare within the Gladue program.
- The Gladue Caseworker is accountable to the Gladue Manager and Director of Legal Services for the efficient performance of their 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 supervisor, manager, or director apprised.

File maintenance

- Ensure all paper and electronic files are maintained and 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.

SALARY RANGE

Pursuant to the current wage grid.

CERTIFICATIONS:

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature

Printed Name

Date

I certify that this job description is an accurate description of the responsibility assigned to the position.

Supervisor or H/R Signature

Printed Name

Date

I approve of the delegation of responsibilities outlined herein within the context of the overall organizational structure.

CEO's/ ED's Signature

Printed Name

Date