



Nishnawbe-Aski Legal Services Corporation

GLADUE WRITER

Job Description

Title: Gladue Writer

Dept.: Gladue

Reports to: Gladue Team Leader

JD #: Gladue 0003

Approved: December 13, 2023

REVIEWED: December 13, 2023

Summary

Under the direction of the Gladue Manager, the Gladue Writer will prepare Gladue Reports for Nishnawbe-Aski Nation (NAN) members in the court system process in accordance with the Gladue sentencing principles as per section 718.2(e) of the Criminal Code. The Gladue Reports provide the courts with a comprehensive picture of an Aboriginal offender's life circumstances and systemic barriers. This information is gathered by interviewing the offender and corroborating the life circumstances of the offender by interviewing third parties, such as family, extended family, and community members.

Core Competencies:

- 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.
- 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.

Job Duties

Program/Project-Specific Management Work Duties

- Prepare Gladue reports as assigned that are comprehensive, accurate, objective, and include Gladue factors and detailed recommendations.
- Meet with the client and provide an overview of the Gladue Writer's role and the Gladue process.
- Conduct interviews with the client and any collaterals (family members, friends, etc.).
- Identify Gladue factors that have brought the client before the court, and highlight sentencing approaches that may be appropriate to the client.

- Communicate with defense counsel, Crown attorneys, and the court as required on the progress of the Gladue report; attend court to provide updates where necessary.
- Keep informed of Gladue principles and Gladue Report writing practices and procedures.
- Collaborate where required with the Gladue Caseworker to develop recommendations on healing and self-improvement for the client to follow post-sentencing.
- Travel as required.
- Provide updates as required to the Gladue Manager on the status of Gladue Reports.
- Establish and monitor client files and track due dates.

Outreach and Promotion/Public Relations

- Network with stakeholders, community agencies, participants, and families.
- Facilitate presentations, seminars, and the like about the Gladue program to stakeholders, agency partners, and communities, when required.
- Respond to general inquiries regarding the Gladue program.

Relationships

Executive Director

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

Gladue Services Program

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

Requirements

- Post-secondary education in Law, Criminal Justice, Social Work, or related work experience in the justice field;
- Coordinate the facilitation of the Gladue Report;
- Ability to research primary and secondary sources for historical discourse for Gladue Reports;
- Experience working in courts, Gladue Writing, and restorative justice programs will be considered an asset;
- Knowledge of the judicial process, Criminal Code, and other related federal and provincial statutes, and related court decisions regarding Aboriginal persons;
- Knowledge of NAN's diverse culture and experience working with Indigenous people;
- Ability to speak Cree, Ojibway, and/or Oji-Cree is considered an asset;
- Self-motivated individual with the ability to work with minimal supervision;
- Exceptional writing skills;
- Effective interviewing skills;
- Ability to interact with clients, build rapport and trust, effective verbal and listening skills;

- Able to work under pressure and meet deadlines;
- Ability to work flexible hours including evenings and weekends;
- Proficiency in Microsoft and Excel applications including databases;
- A valid G driver's license and access to a reliable vehicle;
- Must provide a criminal records check (CPIC) and vulnerable sector check;

Reporting

- Under direction of the Gladue Manager, the Gladue Writer is responsible for the completion of Gladue Reports as assigned.
- The Gladue Writer 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 Writing Training as needed.
- Attend all meetings, telephone and video conferences, and committees, as directed.
- Attend professional development, training, workshops, and education, as directed.
- Develop positive relationships with justice providers, defense counsel, police authorities, community leadership, duty counsel, Crown attorneys, probation, parole, and more. Keep the 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 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