



Nishnawbe-Aski Legal Services Corporation

MANAGER OF COURT SERVICES

JOB DESCRIPTION

Title: Manager of Court Services

Dept.: Court Services

Reports to: Director of Legal Services

JD #:

Approved: July 11, 2024

REVIEWED: July 9, 2024

Summary:

The **Manager of Court Services** is a supervisory position that reports to the Director of Legal Services. The Manager ensures the Court Services Program office functions effectively and notifies of any issues and needs. The Manager also monitors the duties and responsibilities to all designated Court Programs such as Starlink, and Discharge Program.

The Manager of Court Services works with partners and stakeholders for outreach and education. The Manager must ensure that the Director of Legal Services is kept up to date on activities regarding outreach and engagement.

- Manager works with partners and stakeholders for outreach and education.
- Manager must ensure the Director of Legal Services is kept up to date on activities regarding outreach and engagement.
- Manager to locate additional engagement opportunities, training and professional development opportunities.
- Manager plays a key role in program development, including developing guidelines and policies, locating training and development opportunities, and liaising with partners and stakeholders, and planning activities.

Responsibilities:

- Develop and maintain cooperative working relationships with court officials, justice stakeholders, and Indigenous communities and organizations.
- Oversee and provide support to all designated Court Programs such as Starlink and Discharge Program.
- Ensure adherence to the Ministry's contract, policies and procedures.
- Prepare and complete quarterly reports and statistics as required by funders.
- Prepare annual budgets for submission.
- Maintain a budget and monitor program expenses.

- Review and monitor all Bail staff performance.

Reporting

- Follow program directions, policies, and guidelines regarding delivering data, client updates, and reports Director of Legal Services 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, community leadership, duty counsel, crown attorneys, probation, parole and more.

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.

Qualifications:

- Two (2) years education in a justice related field such as social services, law, politics, or Indigenous studies.
- Two (2) years work experience in a social or justice services environment.
- 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 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.

Additional Duties

- 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