



Nishnawbe-Aski Legal Services Corporation

DISCHARGE COORDINATOR

Job Description

Title: Discharge Coordinator

Dept.: Discharge

Reports to: Manager of Court Services

JD #:

Approved: July 16, 2024

REVIEWED: July 16, 2024

Summary

This is a full-time position at 35 hours per week. This position is responsible for creating discharge plans, and providing support to clients in a culturally-based approach.

The Discharge Coordinator will be responsible for the effective coordination of client discharges throughout the NAN Territory. The Discharge Coordinator's primary objective is to undertake the overall co-ordination for clients being released from custody, to safely return to their destination community.

Core Competencies:

- Knowledge of historic and current forms of colonialism, systemic discrimination; displacement, and barriers facing Indigenous communities;
- Proven ability to work with individuals from NAN communities;
- Experience in counselling, crisis intervention, and trauma-informed care is an asset;
- Ability to handle sensitive or complex situations and resolve conflict;
- Ability to work both independently and as part of a team;
- Excellent written and verbal communication skills;
- Professional, responsive, and positive work attitude is essential;
- High degree of resourcefulness, flexibility, and adaptability;
- Excellent teamwork and team building skills;
- Previous experience in handling confidential or sensitive information;
- Strong organizational, time management and multitasking skills;

Job Duties

- Communicate with the appropriate persons in the identified NAN community regarding the Client's discharge and arrival into the community;
- Ensure that clients, relatives and FN communities are provided with information about the discharge plan and discharge information and timeline are fully explained and the appropriate level of support is provided;
- Liaise with the Crown and Client to ensure timely completion of required documentation to facilitate the Client's discharge;
- Ensure all relevant discharge information is recorded accurately, processed on time;

- Ensure the discharge processes are communicated to all relevant parties, keeping all parties up-to-date on any changes in the process;
- Accept and coordinate referral applications from private Counsel/Duty Counsel/Correctional Complex;
- Communicate the discharge plan and confirmations to all parties involved, including the client;

Requirements

- Two years' work experience in a social or justice services environment and/or post-secondary education in social services, law, politics, or Indigenous studies
- Strong coordination skills
- Previous experience in case management and client of coordination.
- Strong computer literacy, including effective working skills of MS Word, Excel, PowerPoint required.
- Flexibility to work evenings as required.
- Reliable Transportation required
- Fluency in an Indigenous language is an asset.
- Criminal record check is required.

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

- Coordination of all vehicles (fleet) including drivers, preventative maintenance, and daily vehicle and log book checks.
- Manage all program budget and reporting
- Other duties as assigned.