Nishnawbe-Aski Legal Services Corporation

BAIL PROGRAM MANAGER

JOB DESCRIPTION

Title: Bail Program Manager **Dept.:** Bail Program

Reports to: Director of Legal Services **JD #:**

Approved: Nov 27, 2023 **REVIEWED:** September 29, 2026

Summary:

The **Bail Program Manager** is a supervisory position that reports to the Director of Legal Services. The Manager ensures the Bail Program office functions effectively and notifies of any issues and needs. The Manager also monitors the duties and responsibilities of the Indigenous Bail Verification Workers, and Community Release and Reintegration Workers.

The Bail Program Manager 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.

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- Manager must ensure the Director of Legal Services is kept up to date on activities regarding outreach and engagement.
- Manager must work with local police authorities to establish positive relations and ensure both parties agree on breach procedure.
- Manager is responsible for filing breaches with appropriate police authorities.
- 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 Indigenous Bail Verification Workers, and Community Release and Reintegration Workers.
- Oversee and provide support Indigenous Bail Verification Workers, Community Release and Reintegration Workers, Bail Navigator, Bail Bed Program, 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, defense counsel, police authorities, 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 years work experience in a social or justice services environment and/or post-secondary education in social services, law, politics, or Indigenous studies.
- 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 counselling, 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