



JOB POSTING: YELLOW QUILL FIRST NATION

Title: YQFN JUSTICE WORKER

Location: Yellow Quill First Nation

Status: Full Time Position (Full-Time)

Reporting to: Director of Operations

Wage/Salary: Dependent on Experience

Closing Date: *Open until position filled.*

Position Summary:

The YQFN Justice Worker supports individuals involved in the justice system by providing advocacy, support services, and referrals. This role focuses on helping clients understand their legal rights, navigate the justice system, and access culturally appropriate resources and services. Justice Workers often serve marginalized or vulnerable populations, such as Indigenous peoples, youth, or those with mental health or addiction issues.

Responsibilities

- Provide direct support and advocacy for clients involved in criminal, family, or civil legal matters.
- Help clients understand court procedures, legal documents, and their rights and responsibilities.
- Court, legal appointments, and other justice-related meetings.
- Liaise with lawyers, court staff, police, and community service providers.
- Refer clients to appropriate legal, social, and health services.
- Deliver community education and outreach on justice-related topics.
- Maintain accurate and confidential client records and reports.
- Advocate for systemic change and equitable treatment within the justice system.
- Strong computer literacy, including word processing, Windows environment and database systems
- Applying for grants, budgeting and reporting
- Maintain relationship with RCMP
- Perform other duties as assigned.

Qualifications

- Degree or diploma in Social Work, Criminology, Justice Studies, or related field (or equivalent experience)
- Experience working with individuals involved in the justice system
- Strong understanding of the provincial/Canadian legal system and related services
- Excellent communication, advocacy, and interpersonal skills
- Ability to work with individuals from diverse and socioeconomical backgrounds
- Experience working with Indigenous communities
- Knowledge of trauma-informed and anti-oppressive practices
- Professional integrity and the ability to maintain confidentiality is essential
- Demonstrates eagerness to learn; Attention to detail
- Valid Driver's License and ability to travel (when required)
- Ability to work independently without supervision at times.
- Successful Criminal Record Check (Vulnerable Sector)
- Office and some field-based work, with occasional attendance in courts, institutions

Please submit a cover letter and your resume no later than: ***Open until position is filled.***

ATTN: Human Resources Coordinator

Yellow Quill Band Office

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