



# One Arrow First Nation Employment Opportunity

## Justice Worker (Full-time Position)

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### POSITION SUMMARY:

Reporting to the Director of Operations, this position will be responsible for implementing the community justice program, facilitating crime reduction workshops and monitoring caseloads. The justice worker will deliver programs such as crime prevention, Alternative Measures, Fine Option and Court Worker services.

### KEY RESPONSIBILITIES:

- Coordinate and/or deliver community justice awareness, education and prevention strategies to the community through workshops, training sessions, orientation, etc.
- Coordinate Fine Option activities.
- Attend court in Wakaw with clients in conflict with the legal system on the second Tuesday of each month, with proper Crown Summary Reports made available to the court.
- Create positive partnerships, liaison and work closely with Crown Prosecutor, RCMP, Probation, Corrections and any other Justice Program personnel.
- Coordinate adult and youth Alternative Measures in cooperation with justice personnel (Crown, RCMP, Court Workers, etc.).
- Complete Alternative Measures caseloads by way of mediations, accountability hearings, community justice forums, talking circles, etc.
- Screen and evaluate potential clients for eligibility for community justice case management services.
- Conduct intake and coordinate comprehensive assessments of the client's needs.
- Locate, link and coordinate resources & services through referrals or arrangements for support services.
- Meet with clients and review the case plans periodically to follow-up and monitor progress to ensure that services provided are consistent with the needs and goals of the client.
- Facilitate effective communication between clients and service providers.
- Work closely with STC justice program staff to ensure effectiveness of services in accordance with the STC Community Justice Program.
- Attend meetings with other community Justice Workers and/or Coordinators.
- With the direction from Chief and Council, create a Justice Committee and schedule regular meetings.
- Create yearly justice programming work plans and budget based on the priorities of the community needs and within budgetary restrictions in consultation with Director of Operations, Elders, and Chief & Council.
- Write proposals to obtain additional funds and/or resources to enhance justice related programming within the community.
- Enhance Elder involvement in Justice programming and initiatives.
- Ensure the confidentiality and security of all Community Justice files.
- Maintain a filing/reporting system for all Community Justice Case Management documents.
- Submit monthly activity/statistical reports to STC and program managers.
- Provide other related duties as required.

## **QUALIFICATIONS**

- Post-secondary degree in Human Justice, Sociology, Social Work or other related field, and
- Minimum 2-3 years case management work-related experience, OR
- Equivalent combination of education, training and experience maybe considered.
- Knowledge of case management procedures and assessment tools/techniques.
- Knowledge of federal and provincial justice legislation and court proceedings.
- Ability to advocate for clients at court hearings.
- Knowledge of fine option programs, Alternative Measures and community reintegration programs.
- Knowledge of victim-offender mediation, community justice forum, suicide intervention, critical incident debriefing, and life skills.
- Ability to facilitate, present and deliver crime reduction programs.
- Ability to develop and maintain good working relationships.
- Ability to maintain confidentiality concerning client files and interactions.
- Computer proficiency in MS Office applications (Word, Excel, Outlook)

## **OTHER:**

- Must possess a current valid Saskatchewan driver's license, have a dependable vehicle and meet the community insurance requirements
- As a condition of employment must provide:
  - A satisfactory and current Criminal Record Check with vulnerable sector search; and
  - Comply with Fit for Duty policy and participate in mandatory pre-employment drug and alcohol test.

**To Apply, please submit cover letter, resume and three professional references to:**

**Shawna Greeyes, Human Resources**

**Box 147, Bellevue, SK. S0K 3Y0**

**Or Email: [Shawna.greeyes@onearrow.cloud](mailto:Shawna.greeyes@onearrow.cloud)**

**DEADLINE: May 1, 2026**