



·Δσ-VδΔρϵϵ ϑ"ρϵϵΔρϵϵ ∇ ḁCŁD·Ć° (Δρϵϵ ḁϵϵ)  
Grand Council of the Crees (Eeyou Istchee)  
Grand Conseil des Cris (Eeyou Istchee)

Δρϵϵ ϐVΔρϵϵ  
Cree Nation Government  
Gouvernement de la Nation Crie

## Job Posting

### Career Opportunity: Justice Funds Administrator

**Department:** Justice and Correctional Services  
**Salary Grade 4:** (Min. \$46,031.00 – Max. \$69,047.00)

**Location:** To Be Determined  
**Status:** Permanent

#### Core Functions

The Justice Funds Administrator is responsible for the administration of the crime prevention, corrections and youth engagement funds within the Department. The funds aim to create effective partnerships with local governments, Cree organizations, members and youth for the delivery of collaborative initiatives to enhance community safety and wellness. The Funds Administrator will also assist applicants on completing their project proposals for review by the Justice Department, monitor the projects, and report on them to the Department.

#### Functional Responsibilities

- Assist the Department with general inquiries regarding the Funds' objectives, criteria and other related information.
- Develop and implement policies related to the Funds for the Department.
- Advise communities, staff and partner organizations on administrative policies and procedures related to the Funds.
- Work with Coordinator of Programs to develop and implement processes to improve administration of the Funds.

#### Administrative Responsibilities

- Carry out the initial review of the project funding applications and communicate with applicants concerning their application status, its completeness and questions regarding the process.
- Prepare the completed project funding applications for review by the Department Director and Coordinators, and then prepare an agenda and applications package for the Sub-Committees of the Judicial Advisory Committee.
- Provide an overview and assist successful candidates regarding respect of deadlines and policy requirements for report submission and work plans.
- Follow up with successful candidates to ensure proper implementation of their projects, including a visit to the site where possible and take pictures of program participants and activities for use for communication material.
- Ensure recipients are assessing project results, lessons learned from project implementation and provide a measure of overall effectiveness.



## Career Opportunity: Justice Funds Administrator

---

- Maintain, organize and audit documents necessary to support the Funds with the Financial Officer.
- Prepare quarterly reports on the projects funded under the Funds for Justice Department Coordinator and Director meetings.
- Assist the Department with the preparation of official statements regarding the Funds and reports on the successful projects being funded.
- Prepare reports, charts, and graphs related to the administration of the Funds, including the annual report.

### Interaction/Communication Responsibilities

- Communicate information regarding the Funds to communities and present a Communication Plan outlining same to Coordinator of Prevention Programs.
- Communicate project funding approval or refusal decision to applicants.
- Communicate calendars and notifications of deadlines for project funding applications to the general public.
- Notify immediate supervisor immediately of any changes to the plan or failure to respect deadlines by funding recipients.
- Meet with recipient, after completion of a project, to discuss post program follow-ups and reporting.

### Reporting Responsibilities

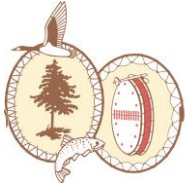
- Assist in research and development of internal initiatives, including preliminary budget estimates, to meet the needs of targeted groups within the mandate of the Department.
- Assist in researching and finding evaluation and assessment tools to measure the effectiveness of programs.
- Assist staff in compiling, developing and reporting on statistics related to Cree clientele in internal initiatives and utilizing services, as well as support them in managing their respective projects budgets.
- Compile assessment of projects implemented and report to Coordinator of Prevention Programs / Justice Committee to identify successful initiatives.
- Work with recipients to ensure reporting is done correctly to allow for transparency and accountability of Funds for annual audit.

### Other Responsibilities

- Maintain up-to-date knowledge and skills in area(s) of responsibility.
- Perform other duties as required.

### Education and Certification

- College Diploma in Administration, Judicial Administration or a related field.



## Career Opportunity: Justice Funds Administrator

---

### Experience

- Three to five years of relevant work experience.
- Experience in Project/Program Management.

### Language

- Verbal Fluency in Cree.
- Fluency in English.
- Fluency in French is an asset.

### Knowledge and Abilities

- Proven ability to communicate effectively including good presentation and report writing skills.
- Customer focused and service oriented.
- Ability to work with budgets.
- Proven ability to be discreet and maintain confidentiality.
- Strong attention to detail and accuracy.
- Strong organizational skills and the ability to coordinate multiple projects.
- Strong judgment and proven ability to problem solve.
- Demonstrated ability to take initiative.

### Additional Requirements

- Typical office setting where there are no unusual physical demands.
- Must agree to undergo a background check.
- Must be able to pass provincial and federal security screening.

The Cree Nation Government may, at its discretion, waive any or all of the aforementioned requirements if a suitable candidate who is a JBNQA beneficiary accepts to follow a training plan determined by the Cree Nation Government as a condition of employment.

### Application Period

From June 25, 2019 to July 10, 2019

### Application

Your application must be sent by email with the competition number: **JCSD-190602-1**

Valerie Mianscum  
Recruitment Officer  
Email: [hr@cngov.ca](mailto:hr@cngov.ca)  
Tel.: 819-673-2600