



Job Posting

Career Opportunity: Corrections Liaison Officer

Department: Justice and Correctional Services

Location: Val-d'Or

Salary Grade 5: (Min. \$51,737.00 – Max. \$69,069.00) **Status:** Temporary (Six Month Contract)

Core Functions

The Corrections Liaison Officer is responsible for facilitating specific and special assistance to detainees. The incumbent ensures that the needs of Cree detainees are respected. The incumbent also provides liaison between offenders and non-Indigenous staff to ensure health, spiritual, and cultural needs are addressed.

Functional Responsibilities

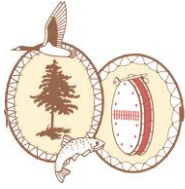
- Act as first point of contact for Cree detainees, meeting with them to receive mandate and consent to represent and complete intake forms.
- Establish relationships with Cree detainees.
- Assist Cree detainees in receiving personal care regarding urgent vision, dental, medical, and other requested related care.
- Assist detainees with all requests pertaining to personal development, workshops, services and programs.
- Act as an advocate by ensuring that the rights of detainees are respected.
- Provide personal support and interpersonal assistance, if needed.
- Supervise services for Cree detainees such as organizing communication with the family of the detainees and identifying any provincial and federal post-detention services.
- Recruit Cree clientele for programs and workshops developed by the department, the *Ministère de la Sécurité Publique*, and other organizations that might be of benefit to detainees.
- Assist in coordination of meetings with the family and with members of the Justice Panel.
- Assist in the scheduling of the use of any multimedia technology allowing Cree detainees to communicate with department staff, family, or legal representation.

Interaction/Communication Responsibilities

- Liaise with detention staff to foster more open communication on the provision of better services and programs within facilities.
- Collaborate in developing detention-based programs and services for Cree clientele.
- Collaborate on community-based programs and services for support, reintegration, and rehabilitation of Cree clientele.

Administrative Responsibilities

- Open case files for department to better determine the required services for rehabilitation and reintegration programs.
- Populate and maintain up-to-date databases with client information and information regarding services provided.



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Reporting Responsibilities

- Provide quarterly reports on the number of active files, new clients, and services delivered.
- Report any deficiencies or abuses in government services to or treatment of clients.
- Provide regular reports on conditions of clientele and environment and makes recommendations to Manager of Correctional Services concerning the types of services and support the department can provide.

Other Responsibilities

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

Education

- College diploma in Criminology, Psychology, Social Work, and Sociology or related field.

Experience

- Three to five years of relevant work experience.

Language

- Fluency in verbal Cree.
- Fluency in English.
- Fluency in French is also required.

Knowledge and Abilities

- Knowledge of justice, reintegration, and rehabilitation programs.
- Customer-focused and service-oriented.
- Proven ability to communicate effectively.
- Good empathy and listening skills.
- Proven ability to be discreet and maintain confidentiality.
- Good judgment and proven ability to problem-solve.
- Proven organizational skills and ability to coordinate multiple projects.
- Demonstrated ability to work under pressure and to adapt to a changing environment.
- Proficiency in Microsoft Office products.

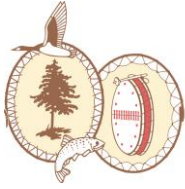
Additional Requirements

- Work in a regulated and secure work setting where there are no unusual physical demands.
- Willingness to travel frequently.
- 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 July 20, 2021 to August 4, 2021



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Application

Your application must be sent by email with the competition number: **JCSD-210706-1**

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