

## **The Prince Rupert Indigenous Justice Centre is looking for a Community Outreach Coordinator**

We are hiring! The Prince Rupert Indigenous Justice Centre (“**PR-IJC**”) is seeking a full-time Community Outreach Coordinator who wants to use their networking and organizational skills to help reduce the over-representation of Indigenous children and youth in care, and reduce the number of Indigenous peoples who are incarcerated. Working with the PR-IJC is an opportunity to make a difference in the lives of Indigenous peoples who find themselves facing the child protection and criminal justice systems.

### **Remuneration:**

\$45,000 - \$50,000 salary for full time – 35 hours per week

### **About Us:**

The PR-IJC is a partnership between the BC First Nations Justice Council (“**FNJC**”) and the Prince Rupert Aboriginal Community Services Society (“**PRACSS**”). The PR-IJC mandate comes from the BC Assembly First Nations, Union of BC Indian Chiefs and First Nations Summit, as well as from the leadership in those Indigenous communities we serve. We work with Indigenous communities and clients to identify their priorities and develop solutions to child protection and criminal law matters that affect them. It is our goal to ensure Indigenous peoples have a culturally safe space where they can access legal representation and advice, achieve early resolution of their legal matters and work together to divert their legal matters from the mainstream justice system to Indigenous systems of justice.

### **About You:**

To be the successful candidate, you are excellent at networking and building relationships with other professionals and with Indigenous communities. You are familiar with the programs and services available in Prince Rupert, as well as regionally and provincially, for persons involved in the child protection and criminal justice systems. This includes programs, services and supports to meet people’s legal, social, housing, transportation, health and wellness needs. You are also comfortable reaching out to First Nations communities to engage them in supporting their kin and neighbors before the courts and to learn about the supports they provide and how their members can access those supports.

While we recognize the value of diversity in the workplace and welcome applications from people of all backgrounds, preference may be provided to Indigenous applicants in accordance with section 41 of the *BC Human Rights Code*.

### **About the Role:**

You will work on a team that strives to ensure Indigenous peoples who face the child protection and criminal law systems do not fall through the systemic cracks that exist within those systems. You will maintain an up to date resource library and become an expert at knowing what programs and services are available, as well as how they can be accessed, the eligibility criteria that must be met to access them, and what the waitlists are for them. While you work directly on the PR-IJC team, you will use your expertise and relationship building skills to link all Indigenous persons with the services they need to address their individual challenges in dealing with the mainstream child protection and justice systems. In addition to this, you may be involved assisting with intake for new PR-IJC clients or helping PR-IJC clients apply for access to outside programs and services.

### **How to Apply:**

Please provide us with a C.V. and cover letter setting out how you meet the requirements of the attached job description. Applications can be sent to [sonya@bcfnjc.com](mailto:sonya@bcfnjc.com) with “Prince Rupert Community Outreach Coordinator” in the subject line. While we are aiming to hire immediately, it is more important to us that we find the right person for this position so we will accept all applications until the position is filled.

**Job Title:** Community Outreach Coordinator  
**Pay Range:** \$45,000 - \$50,000 annually (35hrs/week)  
**Reporting:** This position reports directly to the Provincial Director – Indigenous Justice Centres.

**Job Summary:**

The Community Outreach Coordinator's primary responsibility is to assist in reducing the disproportionate number of Indigenous children in government care and of Indigenous peoples within the criminal justice system by ensuring Indigenous communities are aware of the services offered at the Indigenous Justice Centre and that Indigenous Justice Centre staff are aware of services offered to children, youth, families and offenders. In addition to this, the Community Outreach Coordinator works directly with the Provincial Director – Indigenous Justice Centres to ensure culturally safe intake and referral processes are in place at the Indigenous Justice Centre.

*\*Note: References to Indigenous in this job description include all Indigenous persons, including status and non-status persons, as well as Metis and Inuit persons.*

**Qualifications & Work Experience:**

- Must have at least 3+ years of relevant education and/or other experience related to any of the following:
  - working with indigenous communities,
  - community engagement,
  - workshop facilitation,
  - education,
  - program intake,
  - developing and implementing communication strategies and/or
  - event planning / event management;
  
- Must have knowledge of Indigenous cultures and an understanding of the local Indigenous cultural environment;
- Must understand what it means to provide a culturally safe environment for clients;
- Must have knowledge of provincial and local agencies that offer support services to Indigenous peoples, in particular for offenders and for children, youth and families (\*Knowledge of First Nations funding agreements and programs / services offered directly by First Nation bands is an asset);
- Must be a self-motivated individual with the ability to work with minimal supervision in a team-oriented setting;
- Must have strong written communication skills and be proficient in Microsoft applications, including MSWord, PowerPoint and Excel (\*Proficiency in Visio / other design software an asset)
- Must possess strong organizational and file management skills;
- Must have the ability to engage people to build trust and rapport; have effective verbal and listening communication skills;
- Must be able to maintain confidentiality, problem solve and take initiative;
- Must have a valid Driver's License, the use of a vehicle and ability to travel; and
- A clear criminal reference check (CPIC) and Vulnerable Sector Clearance will be a condition of employment.

**Job Duties and Responsibilities:**

The Community Outreach Coordinator will, in a culturally safe manner:

- build and maintain effective relationships with local Indigenous communities and organizations, including First Nations, Tribal Councils, Urban and Metis;
- play a key communications function to ensure Indigenous communities and service providers are

aware of all services offered by the Indigenous Justice Centre, which includes delivering workshops and holding events at the community level, and ensuring widespread availability of materials such as pamphlets and handouts;

- regularly consult with local child, youth and family programs and services and justice programs and services available to Indigenous people, and keep apprised of waitlist times, eligibility criteria, and other program or service specific matters;
- coordinates with other Indigenous Justice Centre staff to build a common picture of the legal, social, housing, transportation and health and wellness needs their clients have;
- as necessary, provide up to date and case specific resource information to all other Indigenous Justice Centre staff to assist them in meeting their clients legal, social, housing, transportation and health and wellness needs;
- where necessary, make introductions of Indigenous Justice Centre staff to Indigenous communities and service providers and vice versa;
- maintain documentation, comprehensive and up-to-date resource binders to be located at the Indigenous Justice Centre as a public resource manual;
- on a monthly basis, compile and submit statistical data with regard to clients served and services delivered, in accordance with the BCFNJC's Data Collection Framework; and
- regularly update the Provincial Director – Indigenous Justice Centres of activities being undertaken and any resources required for completion of job duties.