



Acho Dene Koe First Nation

General Delivery, Fort Liard, NT X0G 0A0

Tel: (867) 770-4571

Website: www.adkfirstnation.ca

JOB POSTING **ASSOCIATE OF COMMUNITY JUSTICE AND MEMBERSHIP SERVICES**

Job Summary

Acho Dene Koe First Nation (ADKFN), located in Fort Liard, Northwest Territories is seeking a highly-motivated individual to fill the position of Associate of Community Justice and Membership Services. The person must be a multitask-oriented individual who is flexible and works well in a team environment.

The Associate reports directly to the Manager of Community Services.

This position is permanent part-time (1:00-4:30 p.m.) Monday to Friday (17.5 hrs. per week) with the potential for additional hours based on evening and weekend hours as required. This position does have the potential to become permanent full-time position in 2019 as responsibilities expand. Once full-time the position will be based on sixty-five (65) hours bi-weekly (9:00 am - 4:30 pm weekdays).

START DATE: December 3, 2018 or as soon there after
APPLY TO: Jacqueline Spies, Manager of Community Services,
Acho Dene Koe First Nation, General Delivery, Fort Liard, NT, X0G 0A0
Email: administration@adkfirstnation.ca

APPLICATION DEADLINE: November 21, 2018

Responsibilities and Duties

This position is responsible for two areas of program delivery – restorative justice and member services. An individual needs to have sound office experience, a strong sense of ethics, and an ability to multi-task daily between the restorative justice program and responding to membership inquiries and expectations.

The primary responsibilities will be in supporting and supervising clients that are diverted from the Territorial Courts to the Justice Committee. But the person will also provide administrative support to the Justice Committee, administer the contribution agreement and ensure that justice related activities are conducted in the Acho Dene Koe First Nation (ADKFN) Traditional Territory. The Associate attends all court sessions, with the expectation to assist clients in court appearances, coach' clients in understanding the justice system, and their rights and responsibilities; acts as liaison between legal aid and probation staff and work closely with other agencies and Royal Canadian Mounted Police (RCMP).

A secondary responsibility, but not any less important, is responding to all needs of the members as it pertains their membership needs involving processing of documentation, vital statistics, and election related activities.

Finally, the individual is involved with supporting the other staff in the office and providing clerical coverage in the office when needed and event organization support as the time arises. These activities will be delegated by their manager.

Qualifications and Skills

- Completion of a post-secondary diploma in business or 2 years office administration experience or an equivalent combination of education, training and experience and working in an indigenous organization setting;
- Experience with computers, including a high typing efficiency;
- Experience utilizing Excel, Word, Outlook with some experience with records and database programs;
- Experience with office equipment (telephone, fax and photocopy machine, etc.);
- Experience maintaining record documentation is an asset;
- Stellar written and verbal communication abilities;
- Experience assisting through conflict and crisis situations;
- Strong organizational skills;
- Experience working in an Indigenous organization preferred;
- Time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision Previous experience in handling confidential or sensitive information; and
- Superior telephone manners and strong interpersonal skills.

Required Competencies

Candidates are required to have the following competencies:

- Adaptability
- Dependability
- Integrity / Ethics
- Interpersonal skills
- Honesty
- Productivity/Self-Motivated
- Detail-Orientated
- Energetic

Conditions of Employment

- Willingness to follow policies and procedures as detailed in personnel and administrative manuals
- Willingness to work in varying weather conditions
- Willingness to work flex hours to meet seasonal needs
- First Aid and CPR or willingness to obtain one
- Criminal Records Check
- Class 5 driver's license is required
- Maintain a "clean" and healthy lifestyle, serving as an example for other community members
- Oath of Confidentiality – with extreme confidentiality required.

Wages and Benefits

Wage is \$20/hr. to start with a two hundred and forty (240) work hour probation.

No housing is available with this position. Benefits currently are not included but may in the future which will involve a generous benefits package that comprises health, dental, short and long-term disability, life insurance, and generous leave entitlements.

Priority Consideration will be given to qualified participants of the *ADKFN Comprehensive Land Claim Agreement*. If you are interested in working with an energetic, progressive Indigenous government, please submit a cover letter and resume.