**POSITION TYPE:** Regular Full Time

**POSITION SUMMARY:**

The Indigenous Legal Advocate is responsible for the coordination of Indigenous clients in the court house and assist them with completing their court orders, assisting through the court processes and providing resources and case management support. This role will eventually be responsible for assisting the once weekly on the court floor and managing volunteers and ensuring that clients attending court have appropriate navigation of services.

In addition, the Indigenous Legal Advocate will facilitate and manage a monthly collaborative case management table for high and medium acuity individuals with episodic or chronic interactions with the justice system, mental health and/or addictions and may be experiencing homelessness or insecure housing. The Indigenous Legal Advocate will ensure that culture is prioritized to increase wellness and healing of Indigenous clients.

**PRIMARY RESPONSIBILITIES:**

## **PROGRAM SUPPORT:**

Key Outcomes:

1. Indigenous clients receive equitable access to resources and supports to assist them through their legal matters
2. Collaboration increases the success of Indigenous clients with complex needs
3. Culture is primary to supporting healing and wellness
4. Coordination supports alternatives to incarceration or fines

Responsibilities:

a) Key contact for the coordination of Indigenous clients with complex needs throughout the EFry court programs

b) Build key networks and coordinate monthly collaborative community case management table

c) Coordinate with EFry Staff in various programs to leverage resources and referrals

e) Coordination of programming, networking and collaboration with partners including in-services and referrals to programs

f) Marketing of program services

g) Management of volunteers and program practicum students to support pending Indigenous Court Program and providing mentorship to assist with navigation

h) Case Management of high acuity clients within the collaborative community case management table

h) Maintain and conduct all necessary documentation related to funding agreements

Immediate Supervisor – Program Manager

**QUALIFICATIONS**

**Education and Employment Experience:**

* Undergraduate or graduate degree in Justice, Law or other Social Services Degree
* In cases where a degree has not been secured – relevant experience may be considered
* 2-5 years’ experience minimum
* Proficiency in Microsoft Office, specifically Publisher, Word, Excel, Outlook
* Excellent oral and written communication skills.

**Exhibited Skill Sets:**

* Strong communication, interpersonal and organizational skills.
* Effective self-management skills with demonstrated ability to prioritize and manage multiple tasks
* Impeccable organizational skills
* Ability to work independently and effectively as part of a team.

**Cultural:**

* A strong understanding of Indigenous issues, social justice advocacy, diversity and anti-oppressive practice.
* Strong cultural knowledge and understanding of traditional protocols
* Effective network and ability to collaborate within the urban Indigenous community

**Legal Requirements:**

* Indigenous language fluency, in addition to English, an asset but not required.
* Valid Alberta Driver’s License and access to a reliable vehicle.
* Must have a clean Vulnerable Sectors Criminal Record within 30 days of hiring date
* Must secure a Clearance Letter indicating that you do not have a criminal conviction, outstanding warrants or criminal cases that are being dealt with in the court at the time of job offer.

**SALARY AND BENEFITS**

* Starting wages $43,270-45,757.00 (comparable hourly wage to those positions of 40 hours weekly).
* 3 week vacation commencing within first year
* Extra vacation time provided at Christmas without impeding vacation accruals.
* Full benefits commence within 6 months
* Full Retirement Pension Plan (3%) commences within 6 months
* 4 wellness days annually
* All statutory holidays including .5 day for Stampede parade, Family and Heritage day, and Easter Monday. Any statutory holidays that fall on a weekend employees receive a paid workday off.
* 12 sick leave days annually – pro-rated as per start date
* Total work hours is 35 hours plus .5 unpaid lunch daily
* Access to Indigenous ceremonies and healing
* Positive and supportive work environment
* Working from a place of power within with staff and clients
* Utilize and maximize your skills and experience

**Contact:** Ronda Dalshaug at rdalshaug@elizabethfrycalgary.ca

**DEADLINE for Submission:** Friday March 29, 2019 by 4pm

**Note:** only qualified applicants should apply