



Manitoba Keewatinowí Okimakanak Inc.

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EMPLOYMENT OPPORTUNITY **Justice Triage Coordinator** **Full Time Term Position – March 31, 2026** **Location: Thompson, MB**

Reporting to the MKO Justice Program Manager, the MKO Justice Triage Coordinator will provide overall coordination and delivery of services and day-to-day monitoring of MKO's Justice Navigation Hub and MKO's Indigenous Court Worker initiatives. The MKO Justice Triage Coordinator will also be primarily responsible for the triaging and monitoring of diversions and provide management support of justice, police and community referrals and requests.

The MKO Justice Triage Coordinator will work with program staff and other internal and external stakeholders to assist and support individuals at the post-sentence stage; whereby providing service, assistance and advocacy through a trauma-informed lens for individuals to successfully complete the terms of their sentence and/or following through with recommendations as part of their Healing Circles and/or Gladue Reports.

Role and Responsibilities

- Provide overall program coordination and delivery of services and monitor daily operations of the MKO Justice Navigation Hub and the MKO Indigenous Court Worker initiatives to track, measure, and modify program progress and performance.
- Provide management support of all justice, police and community referrals and requests.
- Responsible for triaging and monitoring of diversion referrals to appropriate program staff.
- Supervise, lead, train, monitor, and support program staff.
- Liaise, develop, support and maintain positive working relationships with internal and external stakeholders.
- Develop and monitor an annual operational plan and budget under agreement guidelines.
- Monitor activity reporting and recommendations, case tracking and monitoring, database review, statistical and financial reporting and provide guidance to management, ensuring overall compliance with agreements.
- Provide feedback to the MKO Justice Program Manager updating the status of activities and compliance with the terms and conditions of the agreement.
- Participate in staff meetings and other internal meetings as requested.
- Identify and share partnership and networking opportunities with staff and communities.
- Identify workshop, training, and professional development opportunities for program staff.
- Manage own workload through utilization of effective time management; organizes workstation, record keeping and filing systems, and utilizes computer for data management.
- Enhance professional development through attendance at professional development courses/workshops, evaluate content and share results (learning). Learn new office technology when introduced and implement new systems and procedures, as necessary.
- MKO is a political advocacy organization that works to represent the leadership and member First Nations. All staff at MKO may be given other duties as assigned that enable MKO to fulfill the mandate and responsibility to its member communities.
- Adhere to MKO policies, procedures and protocols.
- Ability to work independently.
- Other duties as assigned.

Education and Experience

- Post-Secondary education in Social Sciences and/or an equivalent combination of education and experience of working in the Justice or Correctional Services field.
- Knowledge of the Criminal Justice System or Correctional Services relevant to working with individuals in conflict with the Justice System and/or Police.
- High organizational and time-management skills.
- Supervisory experience – leading teams, training and supporting staff, implementing plans, assigning tasks, organize daily operations and provide feedback to management.
- Extensive experience in developing and monitoring operational plans and program activities.
- Experience in preparing statistical reports and presenting findings.
- Strong recordkeeping, analytical and problem-solving skills.
- Excellent verbal and written communication skills.
- Excellent interpersonal, networking, and social skills.
- Exceptional team player with a strong ability to contribute positively to a team environment.
- Strong computer literacy is required; Microsoft Office 365, Word, Excel, PowerPoint, and Outlook.
- Organization and prioritization skills
- Budgeting and financial analysis and reporting abilities.
- Attention to detail and aptitude in long-term planning.
- Ability to be flexible with time and travel as required.
- Ability to adapt to a rapidly changing environment.
- Possess valid drivers license and access to a reliable vehicle.
- Candidates are required to provide a current Criminal Record Check, Child Abuse Registry Check, and Adult Abuse Registry Check.
- A sensitivity and understanding of culture, language and issues relevant to Indigenous communities.

Salary is dependant upon qualifications and experience

Interested applicants are invited to submit their cover letter identifying the position applying for and resume, along with 3 professional reference listings (include a most recent employer reference) by **4:00 p.m. on February 25, 2025** to:

Human Resources at employment@mkonorth.com

We thank all who apply and advise that only those selected for further consideration will be contacted. Preference will be given to qualified First Nations applicants; applicants are encouraged to self-declare in their resume or cover letter. No phone calls will be accepted.

Incorporated in 1981 as the Manitoba Keewatinowí Okimakanak (MKO). MKO is a non-profit, political advocacy organization that provides a collective voice on issues of inherent, Treaty, Indigenous, and human rights for citizens of the 26 sovereign First Nations we represent. The MKO First Nations are signatory to Treaties 4, 5, 6, and 10.

Please visit our website at mkonation.com