



Manitoba Keewatinowí Okimakanak Inc.

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EMPLOYMENT OPPORTUNITY (Repost) **Post Sentence Support Worker** **Full Time Position** **Location: Nisichawayasihk Cree Nation, MB**

Manitoba Keewatinowí Okimakanak Inc. (MKO) is seeking a Post Sentence Support (PSS) Worker. The PSS Worker will report to the MKO Post Sentence Support (PSS) Coordinator, the MKO PSS Worker will work directly with individuals at the post-sentence stage and provide support, assistance and advocacy through a trauma informed lens. The MKO PSS Worker will help guide individuals to successfully achieve and complete the terms of their sentence and/or follow through with recommendations as part of their healing circles and/or Gladue reports.

Role and Responsibilities

- Assist, guide and provide supports for individuals in successfully completing the terms of their sentence and/or following through with recommendations as part of their healing circles and/or Gladue reports.
- Support individuals in reintegrating into the community.
- Provide support to the NCN Peacekeeper Program.
- Make referrals and advocate for individuals with other service providers (such as mental health and addictions).
- Liaise, develop, support and maintain positive working relationships with internal and external stakeholders.
- Awareness of annual operational plan and reporting under agreement guidelines.
- Adherence to case tracking and monitoring guidelines, forms and templates, ensuring overall compliance with agreements.
- Provide feedback to the MKO PSS Coordinator 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.
- 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.
- 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 and Correctional Services considerations relevant to working with individuals in conflict with the Justice System.
- High organizational and time-management skills.
- Extensive experience in case planning and supporting individuals, families and/or communities.
- Experience in preparing case management reports and activity plans.

- 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
- Ability to be flexible with time and travel as required.
- Ability to adapt to a rapidly changing environment.
- Possess valid driver's licence 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) to:

Human Resources at employment@mkonorth.com

This recruitment process will remain open until filled.

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