



EMPLOYMENT OPPORTUNITY

Internal / External
GLADUE WRITER
Contract (9 months)
2 positions

About FNTI (First Nations Technical Institute)

Since establishment in 1985, over 4000 students have graduated successfully from FNTI with certificates, diplomas and degrees, granted in partnership with Ontario's Colleges and Universities. An Indigenous post-secondary institution, FNTI offers programs targeted at Indigenous learners across a wide range of post-secondary disciplines including aviation, health, business, and public administration. FNTI delivers programming locally through its main campus in Tyendinaga on Ontario's beautiful Bay of Quinte, as well as in numerous community locations throughout Ontario.

Description:

Under the direction of the Manager, Indigenous Court Services and Restorative Justice, the Gladue Writer will write Gladue Reports for First Nations, Inuit, and Metis peoples who are in the court system. The Gladue Writer will use their exceptional written and verbal communication skills as well as case management to effectively conduct interviews and research. This position works within strict deadlines and main duties include transcription, editing, researching, interviewing and technical writing. The Gladue Writer will work both independently and collaboratively with the Tontakayè:ri'ne team.

The Gladue Writer will spend the majority of their day working independently.

Responsibilities:

- Prepare comprehensive, accurate, objective, and clear reports that include Gladue factors and provide restorative justice recommendations
- Conduct interviews with clients, collateral contacts, and community members/service providers and transcribe the interviews in a timely manner
- Conduct relevant research to ensure appropriate and timely resources are available to be referenced in completed Gladue Reports
- Keep informed of Gladue principles and Gladue Report writing practices and procedures
- Promote information about Indigenous Services, including Gladue Reports to lawyers, individuals, Indigenous communities, and others
- Meet frequently with the Gladue Writer team for client and program case management
- Other duties as reasonably assigned

Qualifications:

- A post-secondary degree or diploma in Criminal Justice, Social Work, Journalism or a related field or an acceptable combination of training, education and relevant experience
- Experience in the criminal justice sector, Gladue Writing or restorative justice programs is an asset
- Comprehensive understanding of the systemic barriers and historical factors Indigenous peoples face
- Exceptional written communication skills and attention to detail
- Experience in supporting and advocating for Indigenous peoples and their families is an asset
- Professional development courses relating to conflict resolution and/or Gladue Writing is an asset
- Demonstrated knowledge of FNMI cultures and teachings and restorative justice
- Working knowledge of local culturally grounded supports and services available for Indigenous peoples an asset
- Strong organizational, project management, and time management skills
- Ability to meet strict deadlines and adapt to changing priorities
- Positive, collaborative, and team-oriented attitude

- Must be dependable, able to follow instructions, respond to management direction and be able to improve performance through feedback
- Working knowledge of MS Office Software, and online video-conferencing platforms i.e. Zoom

Conditions of employment and additional notes:

- Must possess a valid Ontario class “G” driver’s licence, clean drivers abstract and ability and willingness to travel.
- Must provide a satisfactory CPIC and vulnerable sector check
- The work arrangement may include a combination of virtual remote work from home and in office. This will be based on operational needs and will be determined by the organization
- Must possess a valid Ontario class “G” driver’s licence, clean drivers abstract and ability and willingness to travel.
- Starting salary rate is \$27.66 per hour

All qualified applicants are encouraged to apply, however FNTI provides preference to those applicants with Indigenous ancestry who self-identify

Please forward your cover letter and resume outlining how you meet the position requirements, along with two references by noon on July 13, 2022 to:

Samantha Souliere, HR Manager
Email: HR@fnti.net

Thank you for your interest. Only those selected for an interview will be contacted.

For more information please go to:
<https://fnti.net/justice-circle>