



## ODAWA NATIVE FRIENDSHIP CENTRE

### EMPLOYMENT OPPORTUNITY

#### Bail Supervisor

**Deadline for applications: June 9, 2023, or until filled**

The Odawa Native Friendship Centre (ONFC) is a non-profit organization serving the Indigenous community in the Ottawa-Carleton Region of Eastern Ontario and surrounding communities.

The Vision of ONFC is to ensure a thriving and resilient community. Odawa strives to enhance the quality of life of Indigenous People in the Capital region; to maintain a tradition of community, an ethic of self-help and development as well as to provide traditional teachings from our elders.

#### **JOB SUMMARY**

The Indigenous Bail Verification Supervision Program (IBVSP) provides culturally-based supports to Indigenous persons applying for a Bail release from custody. The IBVSP serves two principals: the presumption of innocence prior to conviction and fair equitable treatment regardless of social and economic background.

The IBVSP will assist in identifying the availability of surety for the Indigenous accused. Provide verified factual information about the Indigenous accused at judicial interim release proceedings that will assist the court in selecting suitable candidates for bail and bail supervision and provide supervision, counselling and referral services while on release from custody.

#### **REQUIREMENTS**

- Preferred postsecondary diploma/degree or equivalent in Social Justice Services and/or minimum of three (3) years work in social or justice services environment.
- Knowledge of Bail Verification and Supervision Programs in Ontario, of provincial standards for bail verification and supervision, of all relevant legislation, regulations and court procedures governing bail.
- Understanding of the criminal justice system, Indigenous Justice strategies and alternative justice methods.
- Ability to articulate criminal and social justice issues.
- Strong knowledge and awareness of Indigenous culture and history, with particular emphasis on systemic issues.
- Ability to engage people to build trust and rapport with vulnerable individuals.
- Effective verbal and listening communication skills; excellent interviewing, counselling, recording and data collection skills.
- Excellent time management skills and ability to meet critical deadlines and urgent matters.
- Superior analytical and decision-making skills; ability to problem solve and take initiative.
- Effective crisis intervention skills; ability to provide individual/family counselling.

- Proficiency in Microsoft Office including database applications.
- Ability to work flexible hours, including evenings and/or weekends.
- A clear criminal reference check (CPIC) and Vulnerable Sector Clearance will be a condition of employment.
- Must have a valid Ontario 'G' Driver's License and reliable transportation.

#### **WORK ENVIRONMENT**

- Flexibility and adaptability are necessary in our fast-paced organization.
- Working conditions are normal for an office environment.
- Work regular business hours with some overtime when required.
- Evening and weekend work when necessary.

#### **SALARY**

To be determined based on experience and education.

If you are interested and meet the above criteria and are fully vaccinated, please send your:

- 1) **Cover Letter** AND
- 2) **Résumé**

telling us why you think you'd be a great addition to the ONFC to: [emacdonald@odawa.on.ca](mailto:emacdonald@odawa.on.ca) by June 9, 2023.

**Indigenous (First Nations, Inuit and Métis) candidates will be given priority, please self-identify.**

The Odawa Native Friendship Centre is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants for their interest, however, only those selected for an interview will be contacted.