



## Indigenous Legal Advocate Position Description

**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 Indigenous Court and managing volunteers and ensuring that clients attending court have appropriate navigation of services. In addition, the Indigenous Legal Advocate will running 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:**

#### **A. 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



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### **B. PROFESSIONAL DEVELOPMENT:**

Key Outcomes:

1. Maximizes skill development.
2. Encourages leadership
3. Influences collaboration and collective impact

Responsibilities:

- a) Participate actively in orientation, supervision, evaluation, in-service training, and performance developmental programs.
- b) In conjunction with the supervisor, identify areas of personal strength and weakness.
- c) Develop goals and action plans to increase work performance.
- d) Assume responsibility for contacting direct supervisor to receive assistance, advice or to report in the event of an emergency or questionable occurrence.
- e) Participate in opportunities for learning and enhancing skills
- f) Develop networks that enhance referral and resource opportunities.

### **C. TEAM MEMBERSHIP:**

Key Outcomes:

1. Team is strengthened and energized by the employee's participation.
2. Team is integrative and collaborative

Responsibilities:

- a) Attend and participate in regular team meetings.
- b) Contribute to team effectiveness by regularly initiating the request for feedback, by being open to feedback, and by sharing one's own perceptions and opinions in a clear, calm and respectful manner.
- c) Encourage and support change by providing feedback, making recommendations for improvement and following through on team decisions.
- d) Engage in the training, supervision and evaluation of volunteers and practicum students, as needed.
- e) Engage in activities as per evolved through team decisions and directions related to agency effectiveness.

### **D. ORGANIZATIONAL RESPONSIBILITIES:**

Key Outcomes:

1. The agency is strengthened and energized by the employee's participation.
2. Tasks are completed thoroughly, accurately and in a timely manner.
3. Adherence to all agreements, contracts and policies is complete.

Responsibilities:

- a) Review information and access direction on a regular basis to ensure a clear understanding of expectations.
- b) Communicate, both orally and in written form, in a clear, concise, grammatically correct and timely fashion.



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- c) Present self in a professional manner including suitable dress, attitude, punctuality, preparedness and presentation.
- d) Promote the EFry to the community by participating on assigned committees and attending relevant meetings.
- e) Provide support to all components of service including, but not limited to, consultation, involvement in agency events/fundraising, and assistance to all agency programs and locations.
- f) Gather and organize documentation including client narratives, outcome measurement information and data required for funding proposals and public education initiatives.

### REPORTING RELATIONSHIPS:

Immediate Supervisor – Program Manager

### QUALIFICATIONS

- Strong communication, interpersonal and organizational skills.
- Effective self-management skills with demonstrated ability to prioritize and manage multiple tasks.
- Proficiency in Microsoft Office, specifically Publisher, Word, Excel, Outlook
- Excellent oral and written communication skills.
- Ability to work independently and as part of a team.
- An understanding of women's 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 community
- Indigenous language fluency, in addition to English, an asset.
- 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.



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### **SALARY AND BENEFITS**

Starting wages \$43,130-45,757.00 (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

Email with cover letter and resume to Ronda Dalshaug [rdalshaug@elizabethfrycalgary.ca](mailto:rdalshaug@elizabethfrycalgary.ca) by Monday, January 21, 2019 @ 4 pm