



# Tla-o-qui-aht First Nation

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## Justice Manager

### Full Time Permanent

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The Tla-o-qui-aht First Nation (TFN) is seeking a full time Justice Manager to oversee and provide leadership and direction for TFN Chief & Council, and Hereditary Chiefs (Ha'wiih). Responsible to the Tribal Administrator, the Justice Manager oversees the day-to-day activities and is responsible for the Justice portfolio for the Nation.

As a proven achiever and polished professional, you are a very strong organizer, communicator and proactive individual. You effectively manage stressful situations with a tolerance to ambiguity, and you work well with a wide variety of people at all levels of management. You have an energetic demeanor and possess a proven track record for being a strong team player. You are a resourceful self-starter; thrive in a fast-paced, dynamic setting and enjoy multi-tasking in a technical environment.

### **Duties and Responsibilities**

- Works with outside justice/corrections departments in conjunction with Tla-o-qui-aht community members to establish Aboriginal Justice initiatives that reflect cultural, and community needs as well as the Nation's vision for justice.
- develops and fosters relationships with justice stakeholders, promoting awareness and acting as a liaison to justice stakeholders, local police, and other agencies as appropriate.
- works with the community, police, and the criminal justice system.
- works with clients in a meaningful way that incorporates ownership, consequences for actions and innovative alternatives to mainstream justice.
- works with individuals to help them understand and navigate the process of the criminal justice systems and court orders
- referring people charged with appropriate resources at key stages. These resources include legal, social and medical, education, employment, counselling, and community support
- provide assistance to members involved in the justice process (victims, witnesses, family members)
- serving as a bridge between justice officials and Tla-o-qui-aht members by advocating for members before the Courts.
- promoting and facilitating community-based justice initiatives to identify and address problems before they end up in courts
- working with the justice system to ensure members that are released back into the community are identified and services are made available to them to allow for a safe and culturally appropriate re-introduction back into the community.

## **Qualifications**

- Experience working for, or with, law enforcement agencies
- Advanced skills and knowledge using MS Office software (Excel, Word, PowerPoint, Outlook) Adobe Acrobat and multiple calendar management
- Demonstrate excellent oral and written communication skills
- Organized, accountable, responsible and able to maintain confidentiality
- Precise and effectively written e-mails; ability to edit correspondence and reports
- Resourceful, with the ability to prioritize, multitask and meet deadlines with minimal supervision
- Exercises independent judgment in planning, organizing, scheduling of work
- Exercises initiative and adapts procedures to address unusual problems and resolves conflict
- 3+ years' experience in an administration or office environment
- Preference to candidates with completed post-secondary studies, particularly in business administration, public administration, community development, political sciences, or related disciplines.
- Bachelor's degree (BA/BS) from accredited four-year college or university in Criminal Justice, Social or Behavioral Sciences or a related field preferred or relevant, related experience and/or training in criminal justice, community corrections, or general corrections field work with an offender population.
- Preference for relevant experience in the Canadian Justice system.
- Valid Class 5 BC Drivers license with access to vehicle
- Criminal Record Check required

This is a full-time position located in Tofino BC.

At TFN, we are committed to diversity and equitable access to employment opportunities based on ability. Preference will be given to a qualified Aboriginal candidate. The successful candidate will be required to provide a satisfactory criminal record check and be willing to sign an Oath of Confidentiality.

**Deadline for receipt of application is: January 31, 2023 by 4:30pm**

Submit your resume and cover letter to:

Tla-o-qui-aht First Nation  
PO Box 18 Tofino, BC V0R 2Z0

Email: [jobs@tla-o-qui-aht.org](mailto:jobs@tla-o-qui-aht.org) Fax: 250.725.3352

Or drop it off at the office in a sealed envelope at #1119 Pacific Rim Highway, Tofino