



MOHAWKS OF THE BAY OF QUINTE

KENHTEKE KANYEN'KEHÁ:KA

HUMAN RESOURCES, ADMINISTRATION OFFICE
24 Meadow Drive, Tyendinaga Mohawk Territory, ON K0K 1X0
Phone 613-396-3424 Fax 613-396-3627
Website: www.mbq-tmt.org

EMPLOYMENT OPPORTUNITY

Position Title: [Gladue Writer](#)

Posting Type: Internal

Program: Tontakayè:ri'ne – Restorative Justice Program

Location: Tyendinaga Mohawk Territory, ON

Position Type: Full Time

Duration: Permanent Position

Posting Closes/Deadline: May 5, 2024, at 11:59 p.m.

Tentative Interview Dates: TBD

Salary Range: Under Review

About Us:

Mohawks of the Bay of Quinte (MBQ) is a vibrant First Nation community located on the beautiful shores of the Bay of Quinte. We are located approximately 20 minutes from Belleville, ON and centrally located between Toronto and Ottawa. There are approximately 11,000 registered members with approximately 2200 residing in Tyendinaga. MBQ is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity, and growth.

Position Summary:

The Gladue Writer supports Aboriginal accused (adults and youth) and justice personnel in applying sentencing principals set out in section 718.2(e) of the Criminal Code and section 38(2)(d) of the Youth Criminal Justice Act. The Gladue Writer's primary responsibilities include conducting relevant research for Gladue content and writing and submitting Gladue letters and/or reports as requested by the judge for Aboriginal offenders. The Gladue Writer provides support to all other operations of the Tontakayè:ri'ne Restorative Justice Program and particularly to the other writers.

Gladue reports provide the court with a comprehensive picture of the personal history, appropriate referrals and restorative options available to the court re: sentencing, when applicable. The Gladue Writer compiles this information by conducting interviews with the accused, family members and other people who know the offender.

Reporting:

This position will report to the Manager, Restorative Justice and Gladue Services

Summary of Main Responsibilities:

☞ Report Preparation:

- Gladue Reports will be assigned after a Gladue request and other pertinent documents (ie. Synopsis of the offence, CPIC, names of the defense counsel and the judge, etc.) have been provided by the courts.
- If a report is assigned to the Gladue Writer, the Writer will meet with the offender and discuss with him/her the purpose and function of a Gladue report, the Gladue Writer's role, how long the Gladue process will take and what to expect during the process. Determine client eligibility.

☞ **Case and File Management:**

- The Gladue Writer will conduct relevant research to ensure appropriate and timely resources are available to all Gladue Writers to be referenced in completed Gladue Reports.
- Establish and maintain tracking systems and client files, maintain documentation, records and systems that are essential components of good service delivery.

☞ **Professional Development:**

- Keep informed of Gladue principles and Gladue report writing practises and procedures.
- Research appropriate agencies for relevant referrals, resources and available community programs.
- To engage community members and agency partners with the Tontakayè:ri'ne Restorative Justice Program in appropriate manners, i.e. through coordinating activities or training opportunities

☞ **General Duties:**

- Observe and uphold the policies, procedures, and practices of the Tontakayè:ri'ne and MBQ.
- Ensure confidentiality and ensure client information is secured and locked on a daily basis.
- Perform other duties relevant, as assigned by the Manager.

Requirements:

- ☞ A post-secondary diploma or degree in Law, Criminal Justice, Social Work, Journalism or related field;
- ☞ Professional development courses relating to conflict resolution and/or Gladue writing.
- ☞ A combination of Education, Experience and Training may be considered
- ☞ Experience with the criminal justice system, Gladue writing, and restorative justice programs will be considered an asset.
- ☞ Must provide a clear VSC (documentation will be required if successful applicant)
- ☞ First Aid and CPR an asset (and must be willing to take the training if hired)
- ☞ Valid Driver's License and vehicle

Knowledge, Skills and Abilities:

- ☞ Knowledge of relevant legislation, and community resources will be considered an asset.
- ☞ Experience with computer programs (i.e. Microsoft Office, email and internet)
- ☞ Ability to work as an individual and as part of a team
- ☞ Demonstrated knowledge of FNMI culture & teachings and issues faced by Indigenous peoples living in Canada.
- ☞ Well developed interpersonal, public relations and relationship building skills
- ☞ Excellent organizational, time and file management skills
- ☞ Knowledge of and ability to interact with external partners
- ☞ Ability to be diplomatic
- ☞ Ability to deal with conflict

Behavioural Competencies:

- ☞ Must be an empathetic and non-judgemental person
- ☞ Must maintain strict confidentiality
- ☞ Be honest, respectful and trustworthy
- ☞ Possess cultural awareness and sensitivity
- ☞ Be creative and flexible
- ☞ Demonstrate sound work ethic
- ☞ Demonstrate keen attention to detail

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Mohawks of the Bay of Quinte By Fax: 613-396-3627
24 Meadow Drive
Deseronto, ON K0K 1X0 By Email: careers@mbq-tmt.org
ATTN: Careers

For more information or a detailed job description, please contact Human Resources at (telephone) 613-396-3424 or (email) careers@mbq-tmt.org or to find out more about Mohawks of the Bay of Quinte, please visit our website at www.mbq-tmt.org

- *Internal Postings are for members of MBQ or active employees only*
- *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- *Salary posted is based on an annual rate, for a 40 hour per week position, 52 weeks per year, actual will be prorated based on position*
- *MBQ is grateful for all who show interest in joining our team and take the time to apply, however, only those chosen for an interview will be contacted*
- *Late applications will not be considered*
- *MBQ is an equal opportunity employer, as well, MBQ references Canada's Aboriginal Employment Preferences Policy*
- *MBQ is currently conducting interviews via Microsoft Teams and follows all Community Health guidelines as they relate to COVID-19*