



Ochapowace Nation

JOB OPPORTUNITY

Selection Process: 25-09-JUSTICE-Justice Coordinator-IND FT

Title: Justice Coordinator	Reports to: Director of Operations
Employment Status: Full-time, Permanent	Location: Ochapowace Nation

At **Ochapowace Nation**, our people are our greatest strength. Guided by *nehiyaw* values—*wîcihitowin* (helping one another), *tâpwêwin* (honesty), *êtikwê* (humility), and *kistêyihitamowin* (wisdom)—we are committed to building strong, safe, and culturally grounded services for our citizens.

We are seeking a **Justice Coordinator** who, under the supervision of the Director of Operations, will work and thrive under the direction and guidance of the Justice Committee and the Justice Portfolio Councillor. The Justice Coordinator is responsible for administering the community justice program to ensure the program is effective and meets all legislative and community justice requirements, including managing the program; providing support, researching and advising on community justice services and programs in a fair and responsible, expedient manner; develop community policing and crime prevention projects that allows for justice to be carried out in an effective manner within the community.

What You Will Do

Reporting to the Director of Operations, the Justice Coordinator will:

- Coordinate the Community Justice Program to ensure its efficacy and efficiency
- Establish the Community Justice program in the community
- Conduct research into client backgrounds and sentencing options
- Ensure forms and paperwork are properly completed
- Maintain confidential client records and records of decision
- Submit reports to portfolio councillor and committee if requested
- Follow up to ensure reports and sentencing has been completed
- Provide training and orientation to community justice committee members
- Develop a partnership within the community to develop and promote the program
- Plan and develop a yearly work plan for supervisor and portfolio councillor

Who You Are

You are an experienced leader who thrives in fast-paced, crisis-oriented environments and understands the importance of cultural safety and community-based care. You bring:

- A degree or diploma in Justice and/or Criminal Law or bachelor's degree in a related field, or one (1) years experience in a legal field would be an asset
- Proficient knowledge in community justice theories and models, traditional justice models, healing justice programs.
- Knowledge of provincial and federal legislation, policies and procedures.
- An understanding of sentencing programs and cultural and political environment.
- Demonstrated skills and abilities in coordinating and implementing community justice programs.
- Effective mediation and negotiation skills.
- Effective verbal, presentation and listening communication skills.
- Ability to coordinate and implement a community justice system.
- Willing to complete other duties as assigned.

Conditions of Employment

- Valid Class 5 Driver's Licence with clean abstract and reliable transportation
- Current Criminal Record Check with Vulnerable Sector Search.
- Adherence to Ochapowace Nation's Code of Conduct, Confidentiality, Privacy, Health & Safety, and Drug & Alcohol policies.

What We Offer

At Ochapowace Nation we are building a workplace that reflects our community's strength, culture, and spirit. As Justice Coordinator, you can make a lasting difference in the health and safety of our Nation. A supportive team environment with access to cultural, professional, and wellness supports. Competitive salary and benefits aligned with Ochapowace Nation's Compensation Plan.

How to Apply: Please submit your **cover letter, resume, along with a Vulnerable Sector Check and global reference checks** to Gaylene Henry at staffing.hr@ochapowace.ca by **4:30 p.m. MONDAY OCTOBER 20TH, 2025**. For a copy of the job description and competencies for this opportunity, please contact Gaylene at the email provided. Thank you sincerely for your interest in this position and for taking the time to apply. We truly value the effort you put into your application. Please note that only those candidates who meet the required criteria will be contacted and invited for an interview. *Preference will be given to Ochapowace Nation Members.*