



Yellowhead Tribal Community Corrections Society

SHORT-TERM CONTRACT EMPLOYMENT OPPORTUNITY

JOB TITLE:	KIND HEART MENTOR - SOUTH OFFICE
JOB SUMMARY:	The purpose of the Kind Heart Mentoring Program is to help people with complex needs who are in conflict with the criminal justice system obtain fair, equitable, disability-informed supports and services. The intent of the interventions is to provide supports and services to people with complex needs in ways that effectively reduce justice involvement and improve quality of life. YTCCS can offer only a six-month contract position at this time, with the possibility of extension depending on program needs and funding.
REPORTS TO:	YTCCS Executive Director
SUMMARY OF DUTIES:	Duties include, but are not limited to: • Assist people with complex needs to be better understood by those who provide justice, health, education, and/or social support services. • Assist those involved in the administration of the criminal justice system to become more aware and appreciate the uniqueness and complexity of those who have disabilities, many of which are invisible • Respond to problems and special needs caused by communication barriers between people with complex needs and those who are involved in the administration of the criminal justice system
ACTIVITIES:	• Providing persons with complex needs charged with an offence and their family members with accurate information at the earliest possible stage of the criminal justice process in a way that is understood by them; • referring and supporting access to persons with complex needs charged with an offence to appropriate legal resources at key stages of the justice process (e.g., arrest, trial, sentencing), where practical • referring, supporting and advocating for persons with complex needs charged with an offence to appropriate resources, such as, social and medical services, education, employment and community support. Where appropriate, Mentors advocate for these services before the courts and ensure, to the extent possible, that they are delivered. • providing assistance, as appropriate, to other persons with complex needs involved in the criminal justice process (for example, victims, witnesses and family members);

ACTIVITIES (cont.)

- promoting and facilitating practical, community-based initiatives that help communities to identify and address problems that could end up in the courts or community justice system; and
- serving as a "bridge" between criminal justice officials, community-based service providers and people with complex needs
- increasing communities' ability to respond to the needs of people with complex needs by advocating for people with complex needs, providing liaison, and promoting two-way communication.
- Performing other related tasks as directed

KNOWLEDGE, ABILITIES, AND SKILLS:

- This position requires significant travel while delivering services to the Client group
- Exceptional verbal, written, listening and interpersonal communication skills
- Knowledge of the Suncild First Nation and O'Chiese First Nation Community
- Ability to work independently and in a team environment
- Strong IT Skills, including the ability to utilize computer software and programs

QUALIFICATIONS:

- University Degree or Diploma in Social Sciences or Corrections and related experience
- Two or more years of related work experience in casework, counselling, and/or corrections
- Valid Driver's License and own vehicle required, with the ability to get client transportation insurance
- Additional pre-employment screening may be required

Please forward cover letter, resume and three references to:

Janine Kipling, YTCCS Executive Assistant, janine@ytccs.ca
Subject Line: KindHeart_South

COMPETITION ENDS: March 24, 2026, at 4:30 p.m.

We thank all applicants for their interest. Only individuals selected for interviews will be contacted. All resumes must be received by **March 24, 2026, no later than 4:30 p.m.**

Job Title: Mentor/Community Liaison

Department/Group: YTCCS – Kind Heart Program

Location: YTCCS Sub-Office – Suncild First Nation/O'Chiese First Nation

Level/Salary Range: Based upon education and Experience

Travel Required: Yes

Position Type: Contract