



# YELLOWHEAD TRIBAL COMMUNITY CORRECTIONS SOCIETY

## FULL TIME EMPLOYMENT OPPORTUNITY

**JOB TITLE:** YTCCS MENTOR - SOUTH OFFICE

**JOB SUMMARY:** The purpose of the Kind Heart Mentoring Program is to help people with complex needs and 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 a way that is effective for reducing justice involvement and improving quality of life.

**REPORTS TO:** YTCCS Executive Director

### **SUMMARY OF DUTIES:**

The objectives of the Kind Heart Mentoring Services are to:

- Assist people with complex needs to be better understood by those who provide them with justice, health, education and/or social support services.
- Assist those involved in the administration of the criminal justice system become more aware and appreciate the uniqueness and complexity of those who have disabilities, of which many 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. This includes support and transportation to court appearances, probation appointments, or other justice related appointments.
- 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);
- 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 travel while delivering services to the client group and is based out of the O'Chiese/Sunchild Justice Building
- Exceptional verbal, written, listening and interpersonal communication skills
- Knowledge of O'Chiese First Nation and Sunchild First Nation
- Ability to work independently and in a team environment
- Strong IT skills including ability to utilize computer software and programs

#### **QUALIFICATIONS:**

- University Degree or Diploma in Social Sciences, Corrections, or related education plus two or more years related work experience in casework, counseling, and/or corrections  
**\*Equivalent combination of education and related experience considered**
- Valid drivers license and own vehicle, with the ability to obtain proper insurance
- Suitable Security Screening (Criminal Record Check and Intervention Record Check)
- Additional pre-employment screening may be required

Please forward cover letter, resume and three references to:

**Joy Sandy, Human Resource Officer**  
email: [joy.sandy@ytcadmin.ca](mailto:joy.sandy@ytcadmin.ca)

**Subject Line:** KindHeart\_South

**COMPETITION CLOSE DATE: January 13, 2023 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 January 13, 2023 no later than 4:30 p.m.