



YELLOWHEAD TRIBAL COMMUNITY CORRECTIONS SOCIETY

FULL TIME EMPLOYMENT OPPORTUNITY

JOB TITLE: INDIGENOUS BAIL COURTWORK ADMINISTRATOR

JOB SUMMARY: The YTCCS Indigenous Bail Courtwork (IBCW) program is to help indigenous people involved in the criminal justice system to obtain fair, just, and equitable and culturally relevant treatment. The IBCW Administrator plays an integral role in ensuring that the Bail Courtworkers are able to respond to requests in a timely manner. The IBCW Administrator is expected to work comfortably under pressure with tight deadlines in a fast-paced environment.

REPORTS TO: YTCCS Executive Director

SUMMARY OF DUTIES: Duties include but are not limited to:

- Answer telephones and ability to respond to clients or other external stakeholders.
- Monitor and coordinate the flow of information from internal and external stakeholders
- Log and distribute incoming mail including regular and electronic mail
- Prepare, review, edit, proofread, and/or submit documents, correspondence, and reports as directed
- Maintaining records management system (hard copy and electronic filing systems); including resolving data entry backlog
- Collect and retrieve information from files as needed
- Record, update, and monitor deadlines for reports and other documents
- Provide administrative support including copying, scanning, faxing, and emailing
- Assisting with managing and coordination of Bail Courtworker schedules; this may include attending court in the absence of a Bail Courtworker to assist with scheduling of bail plans
- Attend meetings, or conferences to take notes or minutes
- May attend correctional institutions to provide administrative assistance such as responding to inmate requests for interview
- Performing other related administrative tasks, as requested

**KNOWLEDGE,
ABILITIES, AND
SKILLS:**

- Knowledge of the justice system (example: court processes and documents)
- Strong IT Skills including ability to utilize computer software/programs
- Proficiency in Microsoft Office programs is required
- Ability to work independently and in a team environment
- Excellent organization and time management skills
- Exceptional verbal and written communication skills
- Proper telephone and email etiquette
- Able to effectively handle sensitive and confidential information
- Culturally sensitive and compassionate

QUALIFICATIONS:

- Minimum requirement is a high school diploma plus three years of related administrative experience.
- Related work experience in office administration in a legal environment will be considered an asset.
- Valid driver's license and own vehicle required
- Suitable Security Screening (Criminal Record Check and Intervention Record Check)
- Additional pre-employment screening may be required

Please note that YTCCS Main office is located at the YTC Building on the 3rd Floor with no elevator access

Please forward cover letter, resume and three references to:

Joy Sandy, Human Resource Officer
email: joy.sandy@ytcadmin.ca

Subject Line: YTCCS_IBCWAdmin

COMPETITION CLOSES: 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.

