



# YELLOWHEAD TRIBAL COMMUNITY CORRECTIONS SOCIETY

## FULL TIME EMPLOYMENT OPPORTUNITY

**JOB TITLE:** INDIGENOUS BAIL COURTWORKER

**JOB SUMMARY:** The **YTCCS INDIGENOUS BAIL COURTWORKER (IBCW)** is to help Indigenous people involved in the criminal justice system to obtain fair, just, and equitable and culturally relevant treatment. The IBCW shall ensure that Indigenous people understand their rights and obligations to the Justice System, as well as sensitizing the Justice system to the cultural educational and social differences of the clientele.

**REPORTS TO:** YTCCS Executive Director

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

- Attend Edmonton Remand Centre (ERC)
- Assist in the preparation of submission and presentation of legal reports of client to seek bail, obtain appropriate legal assistance or counseling
- One-to-one interviews with accused to obtain an understanding of their legal circumstances
- Ensure clients understand court procedures/charges
- Work closely with private/government agencies and court personnel by providing and sharing information to ensure clients are dealt with fairly
- Works closely with Probation Officers, Elders and YTCCS staff using team concept
- Keep up to date with the changes in the justice system
- Identify and investigate problems with the delivery of Judicial services
- Complete written and oral reports and statistics as required
- Monthly reports and activities upon request of the Program Director
- Special reports on clients as requested
- Maintain criminal court information sheets on client files
- The compilation of collateral data to confirm supports and the synthesis of this data into a written legal report
- Performing other related tasks as directed

**KNOWLEDGE,  
ABILITIES, AND  
SKILLS:**

- This position requires travel to the Edmonton Remand Centre (ERC) and Edmonton Indigenous Court (EIC). Travel may also include YTC First Nation Member communities as directed
- Exceptional verbal, written, listening and interpersonal communication skills
- Excellent time managements and organizational skills
- Knowledge of Gladue Principles and relevant legal acts as they apply to bail and sentencing in criminal court
- Ability to work independently and in a team environment
- Strong IT Skills including ability to utilize computer software and programs
- Previous legal report writing experience considered an asset

**QUALIFICATIONS:**

- University Degree or Diploma in Social Sciences or Corrections and related experience
- Two or more years related work experience in casework, counseling, and/or corrections

\*Equivalent combination of education and related experience will be considered

- Valid driver's license and own vehicle
- 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: YTCCS\_IBCW**

**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 pm