



YELLOWHEAD TRIBAL COMMUNITY CORRECTIONS SOCIETY

Room 300, 17304 – 105 Avenue, Edmonton. Alberta T5S 1G4

Phone: (780) 483-9404 Fax: (780) 481-4952

Job Title:	Indigenous Bail Courtworker	Location:	YTCCS Main Office – Edmonton / Edmonton Remand Centre
Department/Group:	YTCCS - Indigenous Bail Courtwork Program	Level/Salary Range:	Based upon education and experience
HR Contact:	Joy Sandy	Travel Required:	Yes
Reports To:	YTCCS Executive Director	Position Type:	Contract

Applications Accepted By:

EMAIL:

joy.sandy@ytcadmin.ca

Subject Line: IBCW

Job Description

The YTCCS INDIGENOUS BAIL COURTWORKER (IBCW) aim 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. The IBCW needs to have great time management and interpersonal skills to keep up in the fast-paced work environment.

ROLE AND RESPONSIBILITIES

- Attend Edmonton Remand Centre (ERC)
- Assist in the preparation and submission of legal reports for incarcerated individuals who are seeking bail
- Respond to queries regarding program processes, request for interviews, referrals, and updates from inmates and various stakeholders.
- Assist inmates with completion of applications or other documents, as directed by YTCCS Management
- One-to-one interviews with accused to obtain an understanding of their legal circumstances, history and current circumstances to ensure appropriate referrals and recommendations are provided.
- Ensure clients understand court procedures and charges.
- Work closely with outside agencies and court personnel by providing and sharing information to ensure clients are dealt with fairly, while maintaining the YTCCS confidentiality standard
- Works closely with Elders, YTC Nation Resources, and YTCCS staff using team concept.
- Keep up to date with the changes in the Justice System
- Identify and report problems with the delivery of Judicial services to the YTCCS Management
- Make recommendations and program improvements to YTCCS Management
- Complete written and oral legal reports
- Complete monthly reports, activities, and statistics upon request from YTCCS Management
- Maintain electronic records management system
- Record, update, and monitor deadlines for reports and other documents

- Complete special reports on clients, as requested by YTCCS Management
- Responsible for the compilation of collateral data to confirm support and the synthesis of this data into a written legal report.
- Performing other related tasks, as directed by YTCCS Management

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- University Degree or Diploma in Social Sciences or Corrections field and related experience
*Equivalent combination of education and related experience considered
- Related work experience in a legal environment, casework, or counselling will be considered an asset.
- Valid driver’s license and own vehicle required as there is no public transportation to the Edmonton Remand Centre

SKILLS

- Proficient with Microsoft programs and other databases
- Knowledge of Gladue Principles and relevant legal acts as they apply to bail and sentencing in criminal court.
- Excellent interpersonal and time management skills.
- Ability to work independently as well as in a team environment.
- Demonstrate strong interviewing and communication skills with ability to communicate clearly and concisely both verbally and written form.
- Previous legal report writing experience will be considered an asset.
- Knowledge of the YTC First Nation communities, cultures, and values are essential.
- Preference will be given to YTC Nation Members (Alexander, Alexis, Sunchild, O’Chiese)

ADDITIONAL NOTES

- Travel may also include to the YTC First Nation communities, as directed.
- This position may require some travel for delivering services.
- Suitable Security Screening (Criminal Record check)
- YTCCS main office is located on the 3rd floor of the YTC Building with no elevator access.
- Additional pre-employment screening may be required.

I HAVE READ AND UNDERSTAND THE JOB REQUIREMENTS, RESPONSIBILITIES, AND EXPECTATIONS SET FORTH IN THE JOB DESCRIPTION PROVIDED FOR MY POSITION. I ATTEST THAT I AM ABLE TO PERFORM THE ESSENTIAL JOB FUNCTIONS AS OUTLINED WITH OR WITHOUT ANY REASONABLE ACCOMMODATIONS.

Date:			
Staff Name:		Staff Signature:	
Director Name	Alexandra Arcand	Director Signature:	

Last review and update: November 2023