



P.O. BOX 5000

OHSWEKEN, ONTARIO

NOA 1M0

**INDIGENOUS VICTIM SERVICES STAFF LAWYER**  
**JUSTICE PROGRAM, CENTRAL ADMINISTRATION**  
**(Contract)**

Applications will be received by Grand River Employment & Training (GREAT) and Six Nations Council up until 4:00 p.m. EST, **Wednesday December 13, 2017**, for a contract **Indigenous Victim Services Staff Lawyer** with the **Justice Program, Central Administration**. The Six Nations Council Application for Employment Form, Job Posting and Job Description are available for printing from the [www.greatsn.com](http://www.greatsn.com) website. Online applications will now be accepted through [recruitment@sixnations.ca](mailto:recruitment@sixnations.ca). **NO LATE APPLICATIONS ACCEPTED.**

**JOB SUMMARY:** Under the direction and supervision of the Justice Director the Indigenous Victim Services Staff Lawyer would be available for assisting staff and clients with court documents, directing clients to justice and community services, and assisting clients navigate criminal and family law processes. The Staff Lawyer will be expected to develop strong working relations with local Crown Attorney Offices, court staff, Police Services and work within the policies and procedures established by Six Nations Elected Council.

**SALARY:** To be determined

**BASIC QUALIFICATIONS:**

- Possess a Bachelor of Laws or Juris Doctorate and be a Lawyer in good standing with Law Society of Upper Canada
- 1 – 5 years of post-call experience in private practice, in-house, or a combination thereof
- Has worked in a First Nations community for a minimum of three (3) years;
- Has excellent report writing skills;
- High level of computer skills: Microsoft Word, Outlook, Excel, PowerPoint, and Publisher;
- Strong organizational and interpersonal communication skills;
- High level understanding of the mainstream legal and court system;
- Aware of Six Nations Community and services available in the area;
- Valid Class “G” driver’s license.

**SUBMISSION PROCEDURE: (Choose one method ONLY):**

**Method #1:**

1. Printed, filled in and authorized Six Nations Council Application for Employment Form.
2. Covering letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. Three (3) letters of reference from previous employers in the last 10 years;
5. A photocopy of your education diploma/degree/certificate or transcript.
6. A photocopy of you Class “G” driver’s license.
7. Place all documents listed above in a sealed envelope and mail to or drop off at:

**Indigenous Victim Services Staff Lawyer – Contract**  
 c/o Reception Desk  
 Grand River Employment & Training (GREAT)  
 P.O. Box 69  
 Ohsweken, Ontario N0A 1M0

**OR**

SIX NATIONS ELECTED COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL SEEK TO ACCOMMODATE THE NEEDS OF INDIVIDUALS WITH DISABILITIES IN A MANNER THAT MOST RESPECTS THEIR DIGNITY. ALL CANDIDATES ARE ENCOURAGED TO APPLY; APPLICANTS FROM SIX NATIONS AND OTHER FIRST NATIONS WILL BE GIVEN PREFERENCE TO DELIVER PROGRAMS AND SERVICES IN A FIRST NATIONS COMMUNITY. BASED ON THE NEED TO PROVIDE QUALIFIED PROFESSIONAL SERVICES, ONLY THOSE APPLICANTS MEETING THE MINIMUM REQUIREMENTS WILL BE INVITED FOR AN INTERVIEW.

**Method #2:**

1. Printed, filled in and authorized Six Nations Council Application for Employment Form.
2. Covering letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. Three (3) letters of reference from previous employers in the last 10 years;
5. A photocopy of your education diploma/degree/certificate or transcript.
6. A photocopy of you Class “G” driver’s license
7. Scan and email all documents listed above to [recruitment@sixnations.ca](mailto:recruitment@sixnations.ca).



**JOB TITLE: Indigenous Staff Lawyer**

**REPORTING RELATIONSHIP**

**The Indigenous Staff Lawyer reports directly to the Justice Director.**

**PURPOSE AND SCOPE OF THE POSITION**

The Six Nations Justice Program's Victim Services Staff Lawyer would be available for assisting staff and clients with court documents, directing clients to justice and community services, and assisting clients navigate criminal and family law processes. The staff lawyer will be expected to develop strong working relationships with local Crown Attorney Offices, court staff, and Police Services

**DUTIES AND RESPONSIBILITIES**

**1. TECHNICAL**

- a) Represent victims where necessary in criminal and family law.
- b) Assist family and court advocates with the filing of court documents.
- c) Draft Indigenous victim services internal policies and procedures for review by director and working committee and completes a final copy.
- d) Provide legal information in community presentations within Six Nations and its surrounding communities.
- e) Research and analyze case law using legal tools to determine appropriate courses of action.
- f) Visit neighboring jurisdictions to attend court where required.
- g) Prepare oral and written legal arguments.
- h) Participate in research and the collection of program statistics as needed.
- i) Advise the Justice Director on relevant legal issues encountered by the program and its clients.
- j) Connect clients to additional legal counsel where necessary.
- k) Ability to manage and prioritize many projects simultaneously; to efficiently communicate, write, edit, research, analyze, negotiate and problem solve; and to effectively interpret legal clauses and clarify associated risks for clients.
- l) Proficient in examining details without losing sight of the overall objectives of the parties involved.
- m) Service-oriented, with strong conceptual thinking and decision-making skills, with capability to manage a high volume of competing priorities.
- n) Excellent diplomacy and interpersonal skills.
- o) Experiencing with Social Justice Initiatives.
- p) Experience working for Indigenous organizations or within First Nations communities.
- q) Demonstrated experience practicing in Criminal and Family Law, including experience with litigation.

**2. ADMINISTRATIVE**

- a) Represent Six Nations Justice Program at inter-agency meetings when appropriate.
- b) Keep monthly program statistics.
- c) Create monthly activity reports.
- d) From time to time, supervise and manage the justice program when the director away from the office.

## **2. COMMUNICATION**

- a) Ensures confidentiality is maintained.
- b) Keeps the Justice Director apprised of activities on a weekly basis both verbally and in a written weekly and monthly reports.
- c) Provides monthly statistical reports and recommendations.
- d) General understanding of communication procedures within an office setting.

## **3. OTHER RELATED DUTIES**

- a) Performs other job related duties as may reasonably be required by the Justice Director/or Justice Working Committee.
- b) Attend and participate in scheduled training as directed by immediate supervisor.

## **4. KNOWLEDGE AND SKILLS**

### **Qualifications**

- Must have a Bachelor's degree in social work, sociology, psychology, education with a counselling background.
- Or
- A two-year social service worker diploma with three to five years' continuance experience in the human services field.
- Minimum three (3) year experience working with Indigenous organizations or within First Nations communities

## **6) OTHER PREFERRED SKILLS**

- Excellent communication, critical thinking and interpersonal skills.
- Has excellent report writing skills.
- Flexibility and adaptability in a fast paced environment
- High level understanding of the mainstream legal and court system.
- High level of communication skills: interoffice, telephone, and written.
- High level of computer software skills: Microsoft Word, Outlook, Excel, Power Power, and Publisher
- High level of office and interpersonal communication skills.
- Strong level of organizational skills for self.
- Must be a team player.
- Possess research and data collection skills.
- Has a valid G license.
- Aware of Six Nations Community and services available in the area.
- Possess the ability to adapt and relate effectively with people of all ages.
- Will participate in recommended training.

**7) WORKING CONDITIONS:**

- Work requires physical activity and mental stress; requires working inside/outside; requires travel; requires extensive interactions with the public, who at times may be hostile or irate; subject to interruptions, deadlines, unscheduled hours.
- Work has a high public profile, extensive public contact and is subject to deadlines and interruptions.
- Work involves considerable out-of-office contact.
- Work requires the ability to prioritize tasks, work independently with minimal supervision, and cope with many demands and time constraints.
- Work may at times be subject to unscheduled hours.

**8) WORKING RELATIONSHIPS:**

**With the Justice Program Manager**

Receives direction, guidance and discusses plans, priorities to ensure tasks are done efficiently and effectively, receives instruction and supervision.

**With Department Staff**

Liaises, cooperates and provides encouragement; maintains control through teamwork and direction.

**With Other Staff**

Maintains cooperation and consideration with all staff.

**With External Agencies**

Represents and promotes Six Nations interests relative to the Justice Program and maintains awareness of legislative policy and program changes; seeks to develop sound, professional working relationships.

**With the Public**

Represents and promotes the justice program interests of Six Nations; works in a courteous, co-operative, positive and proactive manner, provides information as requested.

**9) IMPACT OF ERROR**

Errors in judgement and in the conduct of duties could lead to loss of credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Health Services, Health Committee, Six Nations Council, Government Agencies and the public.

**10) CONTROL**

Guiding principles set by the Justice Program and Six Nations Council. Works within the administrative policies and procedures by the Six Nations Council for the Justice Program and other legislation provided by the respective government.

- the Law Society of Upper Canada.
- The ideal candidate has 1-5 years of post-call experience in private practice, in-house, or a combination thereof.
- Has worked in a First Nations community for a minimum of three years.



**APPLICATION FOR EMPLOYMENT**  
 With the Six Nations Council

**PART I GENERAL INFORMATION**

<b>Application for: (Job Title)</b>			<b>Closing Date:</b>		
<b>Name of Applicant:</b>	<b>First Name</b>	<b>Initial</b>	<b>Last Name</b>	<b>Band &amp; Number(if applicable)</b>	
<b>Mailing Address (R.R.#, Blue # &amp; Address)</b>			<b>Home Phone.</b>	<b>Alternate Phone No.</b>	
<b>City or Town or Village</b>	<b>Province</b>	<b>Postal Code</b>		<b>Email Address</b>	
<p><i>Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply; applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations Community. Based on the need to provide qualified professional services only those applicants meeting the minimum requirements will be invited for an interview.</i></p>					
<b>Do you have specific needs to be accommodated? If so, in what manner?</b>	<b>Do you have the valid required license(s)?</b>		<b>Do you have a valid First Aid/CPR Certificate?</b>		<b>Have you had WHMIS Training?</b>
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If you have previously worked for Six Nations Council, please answer the following:</b>					
Length of time worked _____ Months _____ Year(s) Dates Employed: _____					
Reason for Leaving _____					
Permission for GREAT to keep a copy of application to assist in seeking/obtaining employment.					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you ever been convicted of a criminal offence for which a pardon has not been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Do you wish to work <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Casual					
Some positions may require a medical examination as it pertains to the position and will be requested if you are the successful candidate. Would this present a problem for you? <input type="checkbox"/> Yes <input type="checkbox"/> No					

**PART II EDUCATION**

Year Last Attended	Secondary School					College or University					Graduate or Professional				
	9	10	11	12	13	1	2	3	4	5	1	2	3	4	5
Level Completed															
Certificates, Diplomas, Degrees obtained															
Course of Study Taken															
List any specialized Training, Apprenticeship Skills, Awards, Professional Designations, and other Education															

**PART III WORK HISTORY****I Present or Last Employer**

Address:

Type of Business:

Telephone Number:

Your Job Title:

Period Employed:

Name &amp; Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties &amp; Responsibilities:

**II Previous Employer**

Address:

Type of Business:

Telephone:

Your Job Title:

Period Employed:

Name &amp; Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties &amp; Responsibilities:

**III Previous Employer:**

Address:

Type of Business:

Telephone Number:

Your Job Title:

Period Employed:

Name &amp; Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties &amp; Responsibilities:

We will be contacting your present and any previous employers listed for a reference check. Besides your Immediate Supervisor who else should we ask to speak with? (List name, job title & phone number)

1. \_\_\_\_\_

2. \_\_\_\_\_

**\*\*PLEASE READ CAREFULLY\*\***

**YOU ARE REQUIRED TO PROVIDE PROOF OF YOUR EDUCATIONAL QUALIFICATIONS AS IT PERTAINS TO THE JOB DESCRIPTION. PLEASE ATTACH A COPY OF YOUR DIPLOMA, DEGREE, CERTIFICATE OR TRANSCRIPT WITH YOUR COVERING LETTER, RESUME AND APPLICATION FORM**

By signing this application you are consenting for this employer to contact your previous employers for references.

**Authorization:**

I have completed this application to the best of my ability and the foregoing statements are correct to the best of my knowledge. I do understand that any misrepresentation may disqualify me from employment or be cause for dismissal. If I am hired, I shall abide by all policies and procedures of the Six Nations Council which includes serving an initial probationary period.

Applicant's Signature

Date