



**JOB DESCRIPTION**

**Position Information**

<b>Position Number</b>	<b>Position Title</b> Indigenous Community Liaison Officer	
<b>Position Classification</b> WP-03	<b>Effective Date</b>	
<b>Decision Number</b>	<b>Job Code</b>	<b>National Occupational Classification</b>
<b>Department/Agency</b> Correctional Service Canada	<b>Grievance Officer</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Office Code</b>
<b>Organizational Component (Branch/Division)</b>	<b>Geographic Location</b>	
<b>Language Requirements</b>	<b>Linguistic Profile</b>	
<b>Communication Requirements</b>	<b>Security Requirements</b>	

**Supervisor Information**

<b>Position Number</b>	<b>Position Title</b>	<b>Position Classification</b>
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**Employee Statement**

I have been given the opportunity to read and comment on the content of this job description.

<b>Name of Employee</b>	<b>Signature</b>	<b>Date</b>
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**Supervisor Statement**

This job description accurately describes the work assigned to this position.

<b>Name of Supervisor</b>	<b>Signature</b>	<b>Date</b>
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**Manager Authorization**

This job description accurately describes the work assigned to this position.

<b>Name and Title of Manager</b>	<b>Signature</b>	<b>Date</b>
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## JOB DESCRIPTION

### Client Service Results

Development and provision of reintegration opportunities for Indigenous offenders upon their release into the community, to bridge the continuum of care between the Correctional Service of Canada's (CSC) institutions and the community.

### Key Activities

Identifies healing, spiritual, cultural and other appropriate resources for Indigenous offenders from First Nations, Métis and Inuit communities, in consultation with Elders, and Indigenous organizations and communities; and coordinates cultural and spiritual activities to meet the needs of Indigenous offenders.

Reviews files and referrals from various institutional and community partners to prepare for the arrival of offenders to the community; and liaises with Parole Officers and Indigenous Liaison Officers to support the planning and coordination of pre-release or release, and the identification of options for offenders who are being released into the community.

Meets with offenders and establishes working relationships prior to their release and upon release; discusses and reviews correctional plans, including the healing components within these plans; identifies offenders' needs and establishes goals; determines the resources and services required upon release, and ensures a continuous review of progress and service interventions.

Establishes and maintains contacts with Indigenous individuals or agencies to facilitate the reintegration of Indigenous offenders; and identifies organizations that will ensure the continuity of cultural and spiritual interventions upon an offender's release.

Participates in case conferences with the institutional and community case management team, including healing lodges, to provide information on resources and services that can support an offender upon release; and participates in meetings with the community reintegration teams to support the ongoing needs of Indigenous offenders within the community.

Promotes cultural and community awareness; and supports the offenders' reintegration to the community by facilitating the access to Elders and the participation in ceremonies or community gatherings.

The incumbent of this position has the Peace Officer Designation.

### Skills and Knowledge

Knowledge of Indigenous cultures, traditional protocols, spiritual beliefs, ceremonial practices, and sociological circumstances, in order to better understand the root causes of criminal behaviour; direct Indigenous offenders towards appropriate programs, services, and cultural activities in the community; and provide information and advice to staff on issues regarding Indigenous culture and spirituality.

Knowledge of social and behavioural theories, as well as interviewing and counselling techniques, in order to assist Indigenous offenders in problem solving; offer personal counselling; and refer offenders to appropriate community resources.

Knowledge of case management practices, in order to prepare casework records for offenders who are accessing referral services; and develop reports.

Knowledge of administrative practices and procedures, and of software used by the CSC, in order to perform data entry, write reports, and transmit information for the monitoring of activities.

Knowledge of the CSC's mission, mandate, culture, legislation, directives, programs, policies, case management processes, activities, services, as well as the role of various internal stakeholders, in order to provide advice that is consistent with legislative requirements and CSC priorities; and represent the CSC at public consultations and interdepartmental regional meetings.

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Knowledge of acts and regulations relevant to the Indigenous Initiatives Division, as well as of standard operating procedures and the Commissioner's Directives, in order to provide reintegration activities and act within the legal framework and established guidelines.

Knowledge of the mandate, programs, services and roles of various organizations, such as Indigenous communities, Band Councils, the Parole Board of Canada (PBC), Citizen Advisory Committees, social service agencies, substance abuse treatment centers, Community Residential Facilities (CRFs), Healing Lodges, other service providers, in order to draw on their resources, and assist in meeting the needs of offenders within the community.

Verbal skills, in order to communicate with Elders, Indigenous communities and service providers, and bridge the gap between programs, traditional beliefs, and values; promote cultural awareness, and explain Indigenous practices and procedures to CSC staff; and make presentations to Community Corrections Intervention Board (CCIB), committees and outside groups.

Written skills, in order to draft reports, prepare casework records, and develop reintegration opportunities and services for Indigenous offenders.

The work requires a knowledge of Section 10 of the Corrections and Conditional Release Act and Regulations and Section 2 of the Criminal Code of Canada in order to comply with the requirements of Peace Officer Designation. Written skills are required to prepare security incident reports and observation reports with respect to negative attitudes of offenders or the unacceptable behaviour of offenders in accordance with the requirements of Peace Officer Designation.

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## **Effort**

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### **Physical effort is required to:**

Sit for extended periods at a computer station or when attending meetings.

### **Intellectual effort is required to:**

Communicate and work with Institutional and Community Parole Officers, Indigenous Liaison Officers (ILOs), and Indigenous Community Development Officers (ICDOs) to provide resources to offenders on release in the community, particularly those on statutory release, therefore enhancing reintegration opportunities for Indigenous offenders and ensuring a continuum of care.

Review referrals from Institutional and Community Parole Officers, ILOs, ICDOs, Elders, and Healing Lodges, prior to release to prepare for offenders arrival in the community.

Conduct file reviews of the healing components within the offenders' correctional plans and of the Indigenous social histories of offenders, the Elders reviews, as well as the Healing Plan and correctional plan target domains, in order to assist the Parole Officer in preparing program boards.

Compile and disseminate lists of community resources available for Indigenous offenders, such as Healing Lodges, Pathways Units, and transition houses for minimum-security offenders.

Establish a working relationship with the offender at least three months prior to statutory release, when possible, to ensure the existence of support services for offenders upon release and improve the potential of a successful reintegration.

Develop relationships with Elders, and coordinate Indigenous cultural and spiritual activities, in order to meet the needs of Indigenous offenders, to assist with community corrections projects, to raise awareness regarding the purpose and intent of traditional and spiritual activities, and to determine the adaptations of cultural learning while incarcerated.

Support the CSC's commitment to change management by contributing to the development of reintegration activities for Indigenous offenders, by implementing culturally appropriate interventions that foster the participation of the Indigenous community, and by understanding the impact of cultural factors.

Ensure daily interactions with staff and offenders that are consistent with the values and ethics promoted by the CSC; and promote pro social behaviour, the successful reintegration of offenders, and the reduction of recidivism rate.

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Adhere to the security requirements of Tandem supervision to reduce the risks related to potentially dangerous offenders; and follow the safety plans and resources provided to ensure own security.

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## **Responsibility**

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### **Human Resources:**

Explains Indigenous programs, activities, and CSC policies to staff, volunteers, external resource people, program facilitators, and offender groups.

In accordance with the requirements of Peace Officer Designation, prepares oral and written reports for correctional staff regarding observations made with respect to the behaviour of offenders to assist them in making decisions regarding offender discipline, offender movement, offender transfer and the overall safety and good order of the Institution. The incumbent ensures offenders comply with Departmental rules and regulations. The incumbent may recommend disciplinary action, ranging from an oral reprimand to a recommendation that charges be laid; this action is in keeping with Section 10 of the Corrections and Conditional Release Act. The incumbent may arrest and charge a suspected offender, in accordance with Section 2 of the Criminal Code of Canada.

### **Technical Resources:**

Has custody and is responsible for the use and maintenance of a personal computer and computer peripherals, standard office equipment, hard copy and electronic files, as well as software and manuals.

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## **Working Conditions**

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### **Physical:**

The work involves continuous exposure to office noise, lack of privacy, interruptions, and exposure to glare from a computer monitor.

The work is performed in various locations including correctional institutions, community resources facilities, Community Residential Facilities, offenders' residences, First Nation communities, community parole offices, and sometimes in remote communities; and the work involves close interactions with offenders, which often generate an increased risk of verbal abuse or physical assault.

### **Psychological:**

The work involves potential stress resulting from dealing with unpredictable situations, as well as potentially dangerous offenders who are frustrated, angry or agitated.

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