



JOB DESCRIPTION

Position Information

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

Supervisor Information

Position Number	Position Title	Position Classification
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Employee Statement
I have been given the opportunity to read and comment on the content of this job description.

Name of Employee	Signature	Date
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Supervisor Statement
This job description accurately describes the work assigned to this position.

Name of Supervisor	Signature	Date
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Manager Authorization
This job description accurately describes the work assigned to this position.

Name and Title of Manager	Signature	Date
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JOB DESCRIPTION

Client Service Results

Provision of interventions and information to Indigenous offenders under the supervision of the Correctional Service of Canada (CSC), and provision of input to the correctional and healing plans of Indigenous offenders, for their safe release and the reduction of recidivism rate.

Key Activities

Plans, develops, and facilitates Indigenous-specific interventions, cultural and traditional interventions, as well as social and recreational activities, to meet the needs of Indigenous offenders including those involved in Pathways initiatives; monitors and evaluates Indigenous activities and social programs, and provides reports and feedback to case management team about their impact on an offender's skills acquisition, risk and needs.

Establishes contacts with Indigenous offenders to provide information regarding cultural and spiritual programming, activities and resources; assists in the identification and assessment of the initial healing components for offenders to meet their needs; and counsels and supports Indigenous offenders in developing healing and release plans.

Provides direct supervision of offender workers employed within the context of institutional Indigenous Initiatives; facilitates Escorted Temporary Absences (ETAs) for the cultural and personal development of offenders; and assesses participation of offenders in interventions.

Prepares reports for decision makers concerning the participation of offenders in cultural and spiritual activities and programs, as well as reports for case management based on the perceptions of Elders regarding offender progress; and makes presentations, promotes awareness, and ensures institutional staff understand Indigenous cultural practices and the offenders' specific needs.

Organizes ceremonies and cultural activities for Indigenous offenders, under the guidance of an Elder; ensures the availability and distribution of traditional medicines, tobacco, ignition sources and other materials necessary to meet the cultural and spiritual needs of Indigenous offenders; and arranges for the required approvals for offender participation in ceremonies, gatherings, events, or counselling.

Interprets and explains CSC legislation, institutional regulations, changes in policies, as well as the terms and conditions of Conditional Release; and evaluates their impact on offender programs and activities.

Participates in institutional multi-disciplinary meetings and correctional intervention boards, and makes recommendations regarding offender participation in spiritual and cultural interventions; provides information to the Inmate Committee on Indigenous spiritual and cultural interventions; attends Parole Board of Canada (PBC) hearings; acts as a member of the case management team, including Pathways initiatives.

The incumbent of this position has the Peace Officer Designation.

Skills and Knowledge

Knowledge of Indigenous cultures, traditional protocols, spiritual beliefs, and ceremonial practices as they relate to Elders, and sociological circumstances, in order to better understand the root causes of issues, challenges and criminal behaviour; develop healing plans, and provide Indigenous-specific programs and services to offenders; explain cultural diversity and provide cultural awareness training to CSC staff.

Knowledge of social and behavioural theories, as well as counselling techniques, in order to offer adequate counselling to Indigenous offenders.

Knowledge of conflict resolution, negotiation, effective communication, and intervention methods and techniques, in order to recognize and respond to potentially dangerous situations.

Knowledge of project management techniques, in order to direct Indigenous offenders towards appropriate programs, services, and cultural activities; provide information and advice to staff on the effectiveness of programs; and develop reports.

Knowledge of the reintegration process, policies and procedures, in order to develop healing plans and provide interventions to offenders; prepare reports on offender participation in programs and activities; and evaluate offenders' progress against planned goals.

Knowledge of the CSC's mission, mandate, culture, organizational structure, objectives, programs, policies, as well as the roles of other staff members, in order to develop and deliver interventions and activities for Indigenous offenders, and ensure they align with CSC priorities.

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 deliver activities and act within the legal framework and established guidelines governing social development activities and harassment redress processes.

Knowledge of the mandate, programs, services and roles of various organizations, such as Indigenous communities, Band Councils, the PBC, Citizen Advisory Committees, social service agencies, substance abuse treatment centres, Community Residential Facilities (CRFs), Friendship Centres, and other service providers, in order to draw on their resources, and provide services and interventions to offenders within the institution and upon release.

Interpretation skills, in order to obtain information from Indigenous offenders even when they distrust institutional staff or have difficulties speaking either of Canada's official languages; interpret legislation and regulations; and understand Indigenous cultures, traditions, spiritual values, and needs.

Verbal skills, in order to communicate with Elders and other traditional people, and bridge the gap between programs, and traditional beliefs and values; explain Indigenous practices and procedures through training to institutional staff; and make presentations to institutional boards, committees and outside groups.

Written skills, in order to draft reports, assist the Elder with Initial Elder Review and progress review, and make recommendations on Indigenous cultural and spiritual activities and programs.

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.

Effort

Physical effort is required to:

Sit for extended periods at a computer station; stand for prolonged periods when supervising cultural and spiritual group activities; and stretch, bend and lift to collect rocks, firewood or other materials used in various sacred ceremonies.

Intellectual effort is required to:

Develop and deliver Indigenous interventions and activities in a positive Indigenous cultural environment within a CSC institution to ensure effective treatment plans and the safe reintegration of offenders; observe, identify, and interpret the needs of Indigenous offenders, and adjust interventions or treatment plans accordingly.

Communicate and explain the behaviour, progress, and cultural and treatment needs of Indigenous offenders to institutional staff, the PBC, and members of the case management team including Institutional Parole Officers, therefore contributing to the correctional and healing plans of offenders, as well as to case management processes.

Assist Indigenous offenders in developing healing and release plans, under the guidance of the case management team, Indigenous Community Development Officers (ICDOs), Indigenous Community Liaison Officers (ICLOs), community-based agencies, Elders, and Indigenous communities.

Establish a trusting relationship with Indigenous offenders to motivate them in becoming involved in activities and projects, and to develop effective treatment plans that take into consideration the history of the individuals, the diversity of offender populations, and the differences between the Indigenous communities.

Prepare reports on offender participation in programs and in spiritual or traditional interventions; analyze the skills and knowledge acquired by offenders, as well as their behavioural changes; and provide feedback on the offenders' progress against healing plans.

Provide counselling, and complete needs assessments of Indigenous offenders; and develop intervention strategies that avoid or resolve conflicts involving Indigenous offenders, while maintaining positive relations within the institution.

Provide support to Elders, and manage the distribution of traditional medicines, tobacco for offerings and ignition sources for smudging.

Coordinate and supervise group or family activities, while ensuring compliance with departmental policies and preventing breaches of security; and assess potentially volatile situations, and quickly decide on a plan of action to diffuse such situations.

Attend PBC hearings to offer general support at the request of Indigenous offenders and to provide information at the request of Board members.

Determine the impact of new policies or procedures on Indigenous cultural and spiritual activities; develop strategies to overcome possible negative impacts resulting from these changes; and make recommendations on how the new objectives can be met.

May assist in establishing and maintaining contacts with Indigenous agencies, communities and individuals, to ensure the availability of resources that are essential to the reintegration of Indigenous offenders.

May assist with maintaining a community volunteer program, as well as with managing the volunteer citizen escort program by participating in the recruitment, training, supervision, evaluation and provision of direction to volunteer resources.

Responsibility

Human Resources:

Supervises offender workers, such as sacred groundskeepers; sets objectives and goals, monitors work performance, and completes work evaluations. This supervision responsibility is shared with the case management team and Social Program Officers.

Explains Indigenous programs, activities and CSC policies to new correctional 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 equipment and supplies used in cultural and spiritual activities.

Working Conditions

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 a correctional environment and involves close interactions with offenders, which often generate an increased risk of verbal abuse or physical assault; and the work requires working alone with potentially dangerous offenders.

Psychological:

The work involves potential stress resulting from dealing with unpredictable situations, complaints or criticism from the public during supervised group or family activities, as well as offenders who are frustrated, unmotivated, or resistant to change.

For Consultation Purposes