**POSITION TYPE:** Regular Full Time

**POSITION SUMMARY:**

The Soksipaitapiisin Coordinator is responsible for the coordination of Indigenous clients under the Soksipaitapiisin – Community Case Management Table (CMT). The table is a collaboration of Indigenous organizations and Indigenous serving partners who provide resources and supports to individuals involved in the justice system who are working towards the goal of achieving a healing plan either within the Calgary Indigenous Court, other court systems or within the community.

The Soksipaitapiisin Coordinator will coordinate and facilitate weekly CMT meetings to review participants going through the phases of the healing plan and coordinate processes and resources.

The Soksipaitapiisin Coordinator will ensure that culture is prioritized to increase wellness and healing of Indigenous participants with guidance of Elders and in collaboration with decisions of the overall members of the community table, and with input and feedback from the participant.

It is the Soksipaitapiisin Coordinator’s responsibility to communicate with all stakeholders, maintain all documental support, healing plans and details of each participant are maintained with optimum of precision. This includes files, electronic data, maintaining templates, notifications (agendas and minutes), and documental support required of the court system to manage and flow the services and system of care. The Coordinator will work with case managers to monitor the healing plans and ensure that communication and collaboration is executed timely and effectively.

The Soksipaitapiisin Coordinator will attend meetings with the Crown and Defense to update and provide appropriate documents and updates on all participants under healing plans with the Calgary Indigenous Court and other referrals.

This position is does not coordinate Calgary Indigenous Court. The role is coordinating the Soksipaitapiisin CMT table healing plans in conjunction with all stakeholders and ensures files are being conducted appropriately and timely to ensure successful collaboration of all stakeholders.

**PRIMARY RESPONSIBILITIES:**

## **PROGRAM SUPPORT:**

Key Outcomes:

1. Indigenous clients receive access to resources and supports to address the core issues related to their criminalization
2. Community collaboration increases the success of Indigenous individuals involved in the justice system
3. Culture is primary to supporting healing and wellness
4. Elders are actively involved in the processes and are involved in guiding and directing recommendations for consideration of decisions at the CMT table. Elders’ recommendations are the foundation for directing the needs of all participants who are on a healing plan.
5. Indigenous clients are empowered to participate within the process and receive consistent care and support as required to support their success.

Responsibilities:

1. Coordination of the CMT Healing Plan Phases and participants who have been referred or are on healing plans through Calgary Indigenous Court or other court and community referrals.
2. Follow up, monitor and maintain high level documentation of all participants on existing healing plans as an ongoing function.
3. Build key networks and coordinate resources who are willing to work collaboratively with the population. Identify gaps in service provider supports relevant to the needs of the participants to engage further stakeholders.
4. Represent and chair the weekly table with appropriate updates agendas and meeting minutes.
5. Prepare all documents required of the crown and defense meetings and the Calgary Indigenous Court weekly.
6. Ensure communication with the coworkers to ensure that all Elders are contacted, scheduled, and oral reports are conducted and payment requests are addressed timely. Ensure all Elder’s needs are supported, whether delegated or conducted in person in collaboration with the Indigenous Program Coordinator and other EFry staff.
7. Work collaboratively with all stakeholders and internal EFry case managers supporting the case monitoring by providing timely information which is provided through email, correlate data and timely submission of agendas and minutes.
8. Respect and work within the framework of the Criminal Code of Canada, Alberta Justice and Solicitor General’s legislation, and court protocols.
9. Conduct intakes relevant to those eligible for the program
10. Maintain and conduct all necessary documentation related to funding agreements, file protocols and ensure security and confidentiality of documents are used at all times related to the sharing of information.
11. Ensure all evaluation and measurements for the funder are maintained as per the funding contract/agreements and the program structure for all participants of the service.

**B. PROFESSIONAL DEVELOPMENT:**

Key Outcomes:

1. Maximizes skill development.
2. Encourages leadership
3. Influences collaboration and collective impact

Responsibilities:

1. Participate actively in orientation, supervision, evaluation, in-service training, and performance developmental programs.
2. In conjunction with the supervisor, identify areas of personal strength and weakness.
3. Develop goals and action plans to increase work performance.
4. Assume responsibility for contacting direct supervisor to receive assistance, advice or to report in the event of an emergency or questionable occurrence.
5. Participate in opportunities for learning and enhancing skills
6. Develop networks that enhance referral and resource opportunities.

**C. INTEGRATIVE TEAM MEMBERSHIP:**

Key Outcomes:

1. Team is strengthened and energized by the employee’s participation.
2. Team is integrative and collaborative

Responsibilities:

1. Attend and participate in regular team meetings.
2. Contribute to team effectiveness by regularly initiating the request for feedback, by being open to feedback, and by sharing one's own perceptions and opinions in a clear, calm and respectful manner.
3. Encourage and support change by providing feedback, making recommendations for improvement and following through on team decisions.
4. Engage in the training, supervision and evaluation of volunteers and practicum students, as needed.
5. Engage in activities as per evolved through team decisions and directions related to agency effectiveness.
6. Be willing to take the lead of events, projects and collaboration to support agency effectiveness and evolving client supports
7. Be flexible and willing to support beyond your program when required for other programs, agency activities and projects that occur during or post work hours as an integrated and supportive team member.
8. Work as an integrative team which includes being engaged in an overall agency system of care as a part of the function and support to empower EFry populations.

**D. ORGANIZATIONAL RESPONSIBILITIES:**

Key Outcomes:

1. The agency is strengthened and energized by the employee’s participation.
2. Tasks are completed thoroughly, accurately and in a timely manner.
3. Adherence to all agreements, contracts and policies is complete.

Responsibilities:

1. Review information and access direction on a regular basis to ensure a clear understanding of expectations.
2. Communicate, both orally and in written form, in a clear, concise, grammatically correct and timely fashion.
3. Maintain structure of program as outlined by the funding agreement and agency direction
4. Present self in a professional manner including suitable dress, attitude, punctuality, preparedness and presentation.
5. Promote the EFry to the community by participating on assigned committees and attending relevant meetings.
6. Provide support to all components of service including, but not limited to, consultation, involvement in agency events/fundraising, and assistance to all agency programs and locations.
7. Gather and organize documentation including client narratives, outcome measurement information and data required for funding proposals and public education initiatives.
8. Ensure that all activities and responsibilities of the program reflect agency expectations and values and/or partnership and all relevant funding agreements.

**REPORTING RELATIONSHIPS:**

Immediate Supervisor – Program Manager

**QUALIFICATIONS**

**Education and Employment Experience:**

* Undergraduate or graduate degree in Justice or other Social Services Degree *(Note those with a social work degree must be registered with the Alberta College of Social Workers (ACSW) as required by the delegation of this field).*
* **2-5 years’ experience minimum**
* Proficiency in Microsoft Office, specifically Publisher, Word, Excel, Outlook
* Excellent oral and written communication skills (priority qualification)
* Experience with maintaining government file systems an asset (i.e.: probation or child welfare) but not required.

**Exhibited Skill Sets:**

* Strong communication and interpersonal skills.
* Effective self-management skills with demonstrated ability to prioritize and manage multiple tasks
* Impeccable organizational skills to provide accurate and timely documents
* Ability to work independently and effectively as part of an integrative team.

**Cultural:**

* A strong understanding of Indigenous issues, social justice advocacy, diversity and anti-oppressive and trauma informed practice.
* Cultural knowledge and understanding of traditional and ceremonial teachings (asset
* Capacity to build a network and ability to collaborate within the urban Indigenous community and non-Indigenous stakeholders.
* Understanding of how to work effectively with Elders and follow traditional protocols (asset)
* Indigenous language an asset but not required.

**Legal Requirements:**

* Valid Alberta Driver’s License and access to a reliable vehicle.
* Must have a clean Vulnerable Sectors Criminal Record within 30 days of hiring date
* Must be willing to secure a Clearance Letter indicating that you do not have a current criminal conviction, outstanding warrants or criminal cases that are being dealt with in the court at the time of job offer.

**Salaries and Benefits:**

* Starting wages $43,000 – 45,000 (35 hours weekly with .5 unpaid daily lunch)
* 3-week vacation accruals commencing within first year
* Extra vacation time provided at Christmas without impeding vacation accruals.
* Health Benefits contributions commence after 6 months
* Retirement Pension Plan - Employer contribution (3%) commences within 6 months (RRSP) and a minimum 1.5% employee contribution which may be in RRSP or TFSP.
* 4 wellness days quarterly, annually
* All statutory holidays including .5 day for Stampede Parade, Family and Heritage Day, and Easter Monday. Any statutory holidays that fall on a weekend, employees receive a day off paid.
* 12 sick leave days annually – pro-rated as per start date (Currently at 15 for COVID)

**Applications accepted until 4pm on Tuesday, August 31, 2021**

Applications only to be sent by email. Submit **cover letter** and **resume** to Ronda Dalshaug rdalshaug@elizabethfrycalgary.ca

Only those considered for interview will be contacted. Priority will be given to those with relevant experience.