

STRENGTH  
PEACE  
UNITY

# Mohawk Council of Kahnawake

P.O. Box 720  
Kahnawake Mohawk Territory J0L 1B0

*'Tsi Nīkaió'tenhséró:tens Ne Onkweshón:'a Rotiió'tens*

**HUMAN RESOURCES UNIT**



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Website: [www.kahnawake.com](http://www.kahnawake.com)

INTERNAL/EXTERNAL

## JOB OPPORTUNITY

<b><u>POSITION:</u></b>	<b>Justice Development Technician, Justice Services</b>
<b><u>DURATION:</u></b>	Fixed-Term, Full-Time (104 weeks) Nine (9) Month Probation Period
<b><u>DESCRIPTION:</u></b>	See Attached Job Description
<b><u>SALARY:</u></b>	\$1,182.70 to \$1,335.65 Per Week
Hours of Operation	8:30 a.m. to 4:00 p.m.
Hours per week	37.5 hours per week
<b><u>DEADLINE FOR APPLICATION:</u></b>	<b>Open until the position is filled.</b>
<b><u>REQUIREMENTS:</u></b>	<b>ALL REQUIRED DOCUMENTS MUST BE SUBMITTED <u>BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED.</u></b>  <ul style="list-style-type: none"><li>✓ Applicant Checklist</li><li>✓ Letter of intent</li><li>✓ Resume</li></ul>

**APPLICATION:** Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: [Applications@mck.ca](mailto:Applications@mck.ca)

**NOTE:** All forms and requirements are listed on our website: [www.kahnawake.com/jobs](http://www.kahnawake.com/jobs)

- **Please ensure applications are submitted complete as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**
- **A preference will be given to Aboriginal candidates.**



<b>Job Title:</b>	Justice Development Technician
<b>Division:</b>	Justice Services
<b>Reports To:</b>	Commissioner of Justice
<b>Name of Incumbent:</b>	TBD
<p><b>Purpose:</b> Under the direct supervision of the Commissioner of Justice, coordinates and executes projects related to implementing the Kahnawà:ke Justice Act. Researches and drafts the guidelines, manuals, policies, procedures, and other related documentation required for administering the Kahnawà:ke Justice System and the operations of the Kahnawà:ke Justice Commission. Assists the Commissioner of Justice with regulatory development. Also participates at meetings of the Kahnawà:ke Justice Commission as a technical resource person.</p>	
<p><b>Cultural Identity Attributes:</b> A logical, analytical, systematic individual working in a specialized or technical area who enjoys challenging situations and has the persistence to see a job through completion. Is organized, accurate, assertive, self-reliant, and a self-starter.</p>	
<p><b>Roles &amp; Responsibilities:</b></p>	
<p><b>Project Leader</b></p> <ul style="list-style-type: none"> <li>• Identifies project team composition;</li> <li>• Develops project charters, project plans and business cases;</li> <li>• Coordinates all activities and resources of projects;</li> <li>• Maintains up to date working files on all projects;</li> <li>• Develops project plans including joint work plans with counterparts including other Governments or First Nations;</li> <li>• Collaborates with internal organizations and external governments in areas of justice development;</li> <li>• Identifies future governance-related projects aimed at building the capacity of Justice Services, the Kahnawà:ke Justice Commission and justice forums such as the Court of Kahnawà:ke and Administrative Tribunal;</li> <li>• Facilitates and/or participates in committees, meetings, briefings, conferences, workshops, and provides input/feedback.</li> </ul>	



## Justice Development Analyst

- Develops guidelines, manuals, policy, procedures and other related documentation;
- Conducts political and technical analysis of justice initiatives;
- Collaborates with other community institutions to address community justice issues;
- Collaborates with internal organizations and external government on justice initiatives;
- Conducts research and analysis and compiles reports for the Commissioner of Justice;
- Writes grant proposals to external governments;
- Participates in and provides technical insight during the Kahnawà:ke Justice Commission meetings.

## Justice Development Researcher

- Assists with regulatory development, which may include researching legislation and policies, participating in community consultation initiatives and drafting regulations (on an as needed basis);
- Research and document existing systems, process, and procedures for purpose of standardization and improving effectiveness and efficiencies;
- Research best practices, existing justice systems and models for benchmarking purposes in relevant areas;
- Performs follow up, researches, prepares and presents briefs on projects and/or files;
- Coordinates and keeps abreast of any new developments in relation to the activities of the specific projects assigned and provides updates;
- Provides assistance to the Commissioner of Justice.

*The statements herein reflect general details to describe the principle functions for this job, and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.*

## Decision Making Authority:

- Ensures compliance with applicable legislation and protocols are respected in relation to the Kahnawà:ke Justice System;
- Research and consultation practices to achieve objectives;
- Determines content of policies/procedures and ensures compliance;
- Decides on best methodology for document standardization.

## Accountability:

- Ensuring accuracy in all work performed;
- Ensuring timely completion of projects;



- Develop recommendations that identify and facilitate solutions to project problems;
- Ensuring the continuous improvement of the Kahnawà:ke Justice System;
- To ensure the development of project charters and work plans;
- Conducting business with internal and external clients in a tactful, discreet and courteous manner;
- Maintaining confidentiality;
- Adhering to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language Initiatives.

### Education & Experience:

- Bachelor's Degree in Law, Criminal Justice or related field, plus one (1) year relevant experience;
- OR
- DEC in Social Science, plus three (3) years relevant experience.

### Knowledge, Skills, Abilities and Other Attributes:

- Sound knowledge of Kahnawà:ke's justice programs, and applicable legislation within Kahnawà:ke jurisdiction (criminal, civil and penal);
- Experience working within the Canadian and/or provincial legal systems;
- Sound knowledge of fundamental elements of legal systems and restorative justice practices;
- Ability to plan, strategize, problem solve, and work both independently and with a team;
- Project management, analytical and interpersonal skills, and a highly motivated self-starter;
- Strong organizational and research skills;
- Strong oral and written communication skills;
- Ability to comprehend, interpret and discuss implementation concepts;
- Strong knowledge of external governments including First Nations justice and social issues;
- Proficiency in office systems technology and ability to use various computer programs/software;
- Ability to communicate in the Kanien'kéha and French languages.

### Working Environment:

- Occasional overtime;
- Stress and productivity pressure associated with the position.



<b>Competencies:</b>					
<b>Self - Management</b>	<b>Client &amp; Team Relations</b>	<b>Quality Decision Making</b>	<b>Professional Capacity</b>	<b>Language &amp; Culture</b>	
Intermediate	Mastery	Intermediate	Intermediate	Core	
<b>Communication</b>	<b>Adaptability</b>	<b>Planning and Organizing</b>	<b>Leadership</b>		
Intermediate	Intermediate	Mastery	Intermediate		
<b>Commitment Statement:</b>					
<p>I serve my community with its best interest in mind by supporting and encouraging creative, critical and resourceful thinking, accepting and nurturing new ideas and approaches and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.</p>					
<b>Signatures:</b>					
Employee’s Signature: _____					
Date: _____					
Supervisor’s Signature: _____					
Date: _____					
Performance Management Administrator’s Signature: _____					