



**GICHI OZHIBI'IGE OGAAMIC  
ADMINISTRATIVE OFFICE**



## **GRAND COUNCIL TREATY #3 EMPLOYMENT OPPORTUNITY**

**Position:** Circle of Care Case Manager  
**Category:** Full-time position  
**Location:** Kenora, ON  
**Closing Date:** Open until filled

### **Job Overview:**

The Grand Council Treaty #3 Kaakewaaseya Justice Services is seeking applications from individuals for the Circle of Care Case Manager position. The Circle of Care Case Manager is responsible for providing comprehensive case management services to justice-involved individuals at the Kenora Justice Centre. The Case Manager will work on-site within the designated office space and collaborate with various stakeholders to ensure the effective coordination and delivery of support services.

### **Responsibilities:**

- Accept and track referrals of participants from the Kenora Justice Centre Crown and the Community Circle of Care Senior Coordinator.
- Ensure participants have the opportunity to consult with their counsel and receive legal advice.
- Administer the Kenora Justice Centre Wellness Intake assessment with participants to identify their needs and the needs of their families.
- Develop individualized plans based on the assessment results and the identified needs.
- Monitor participants' progress in areas of need as identified in the assessment and subsequent planning materials.
- Provide referral pathways for participants to culturally supportive programming and bail supports delivered by Indigenous and non-Indigenous social service organizations.
- Outline available services, offer ongoing support, and conduct regular reviews involving all parties to address risk factors associated with crime, violence, and victimization.
- Communicate the progress of participants to the Kenora Justice Centre Crown and the court as requested.
- Provide administrative support for the Project.
- Attend all court proceedings at the Kenora Justice Centre as requested.
- Coordinate culturally relevant programming and services for participants in collaboration with the staff of Kaakewaaseya Justice Services, other service providers, and the Kenora Justice Centre staff.
- Build and enhance relationships among community-based agencies participating in the Kenora Justice Centre to support access to a wide range of programming and service options.
- Consider factors such as safety risks and individual needs when making referrals for participants to community supports, programs, and services.
- Facilitating Diversion and Justice circles when required
- Other related duties as assigned

**Qualifications:**

The Circle of Care Case Manager should have some experience in fields of social work, mental health, law, or related area. Experience and knowledge of First Nation issues and the current legal system is an asset.

The following will be expected of a successful candidate:

- Working knowledge and understanding of local Indigenous cultures, histories, practices, and traditions. Ability to speak Ojibway or Oji-Cree is an asset
- Working knowledge of Indigenous services and resources available in the Kenora area.
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse individuals and groups.
- Strong understanding of child welfare systems and the importance of child-centered approaches.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Good organizational and time management skills, with the ability to handle multiple cases simultaneously.
- Proficiency in relevant computer applications and technology.
- Valid driver's licence and reliable vehicle

**Please send resume and cover letter including three (3) references to:**

Human Resources Manager  
Grand Council Treaty #3  
P.O. Box 1720, Kenora, Ontario P9N 3X7  
Email: [hr@treaty3.ca](mailto:hr@treaty3.ca)

Competitive salary and benefits. We thank all those who apply. Only applicants selected for an interview will be contacted. Submission of criminal record check required prior to offer of employment.