



**GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE**



GRAND COUNCIL TREATY #3 EMPLOYMENT OPPORTUNITY

Position: South Justice Coordination Manager
Category: Full-time position
Salary: \$68,000.00 to \$70,000.00
Location: Fort Frances, ON
Closing Date: Open until filled

Job Overview:

The Grand Council Treaty #3 Kaakewaaseya Justice Services is seeking applications from individuals for the *South Justice Coordination Manager position*. The role of the South Justice Coordination Manager encompasses overseeing administrative tasks, coordinating office activities, facilitating case management, ensuring the implementation of culturally relevant programming and provides support for Grand Council Administrative office.

Responsibilities:

- Oversee daily office operations, ensuring efficiency and productivity. Manage office supplies, equipment, and maintenance needs.
- Oversee and coordinate programs to ensure smooth workflow, communication, and culturally relevant programming.
- Provide support and referrals for clients, emphasizing Indigenous language and culture for elders, and assist clients entering the Indigenous support network.
- Assist the Justice Director with proposals by collecting and organizing data from programs as requested and assist with project management tasks within the department.
- Ensure compliance with organizational policies and procedures.
- Responsible for overseeing data entry, work plans, and various administrative duties for the Justice office.
- Maintain accurate records, including filing systems, databases, and office documentation.
- Assist in planning and organizing business events, meetings, and presentations.
- Responsible for overseeing data entry, work plans, and various administrative duties for the Justice office.
- Oversee the office budget, including reconciling expenses, processing invoices, and ensuring cost-effective operations.
- Serve as the primary point of contact for office inquiries, providing excellent customer service to internal and external stakeholders.
- Assist with HR-related tasks, including onboarding new employees, coordinating training sessions, and maintaining employee records.

- Build and enhance relationships among community-based agencies in the Fort Frances area to support access to a wide range of programming and service options.
- Other related duties as assigned

Qualifications:

The South Justice Coordination 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 Fort Frances area.
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse individuals and groups.
- 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 Department
Grand Council Treaty #3
P.O. Box 1720, Kenora, Ontario P9N 3X7
Email: 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.