



**GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE**



GRAND COUNCIL TREATY #3 EMPLOYMENT OPPORTUNITY

Position Title: Native Inmate Liaison Officer (NILO)

Category: Full-time

Salary: \$55,000.00 - \$65,000.00

Location: Kenora, ON

Closing Date: September 23, 2025

Job Overview:

The Grand Council Treaty #3 Kaakewaaseya Justice Services is seeking applications from individuals for the *Native Inmate Liaison Officer (NILO)* position. The NILO worker is responsible for overseeing and coordinating support services and ensure the well-being and holistic care of individuals. This role involves collaborating with various stakeholders, organizing resources, and implementing initiatives to enhance the quality of life for the Kenora Jail Inmates.

Responsibilities:

- Plan, organize and facilitate Indigenous Programs and activities on a regular basis, providing an itinerary of events as requested by the institution
- Interview all Indigenous inmates upon admission to inform them of programs and services available
- Complete a NILO Programming Intake form on all inmates, record all client contact Statistics Form
- Attend and participate in meetings at the institution such as staff meetings, case conferences, program committee meetings, temporary absence committee meetings and other meetings as requested.
- Act as a resource to the Parole Board if requested with respect to native programming, cultural and spiritual issues
- Assist Indigenous inmates with the development and verification of Temporary Absence plans for work, education of treatment etc.
- Act as a liaison between Indigenous clients and staff/community groups. Probation and Parole services, Elders, and Spiritual Teachers, Indigenous Community Corrections Workers and other service providers
- Assist corrections staff in developing an awareness of the Anishinaabe Culture by providing training sessions to staff as per request by the institution
- Facilitate communication between Native inmates, their families, institutional staff and other agencies
- Assist with the development of discharge plans for Indigenous inmates
- Prepare and submit regular reports and statistics pertaining to programs, activities and clients to the institution Superintendent or designate and GCT#3 Justice Director as required
- Other related duties as assigned

Qualifications:

The Native Inmate Liaison Officer should have some experience in fields of social work, mental health, law, or related areas. 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. The 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-centred 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 a resume and cover letter including three (3) references to:

Attention: 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.