



# N.P.J.S.Q.

The Native Para-Judicial Services of Quebec (NPJSQ) is a non-profit, non-political organisation which provides support to Indigenous people in justice matters while actively participating in developing alternatives within the justice system to better meet the needs of the First Nation communities in the province of Quebec.

## JOB OFFER

<b>POSITION :</b>	<b>NATIVE SUPPORT WORKER</b>
<b>LOCATION :</b>	<b>Amos Detention Centre 902 Route 111 Ouest Amos (Québec) J9T 3A3</b>
<b>SUMMARY DESCRIPTION :</b>	The main role of the Native Support Worker (NSW) is to ensure the link, the communication and the identification of resources for Indigenous detainees (incarcerated in a Quebec detention centre) and/or with Indigenous families, and/or with the detention centre programs and/or with the Native Para-Judicial Services of Quebec in criminal and penal matters.

### DUTIES

The Native Support Worker works in the Amos detention centre with the concerned interveners of the detention centre and under the supervision of the office coordinator of the Native Para-Judicial Services of Quebec and in accordance with the regulations established by the detention centres. He is the link between the Indigenous detainee, the prison institute and the community. He works in close collaboration with the case management team of the institution and the NPJSQ personnel. If necessary, he refers the client to other departments or organisations in order to meet his needs.

1. Act as Native Support Worker between the indigenous detainees and:
  - The case management team;
  - The families of detainees;
  - The First Nation organizations and communities;
  - The Commission québécoise des libérations conditionnelles;
  - The lawyers;
  - Native Para-Judicial Services of Quebec;
  - And all other related agencies or organizations.
2. Support the Indigenous detainee during:
  - His integration into the prison system;
  - The development and application of the correctional plan;
  - His participation in programs available in the detention centre;
  - The development of the conditional release plan;
  - The search for resources in the community;
  - The hearings for conditional release.
3. Provide the Indigenous detainee with information on possible training;
4. Encourage the Indigenous detainee to participate in socio-cultural programs, training and education in cooperation with the personnel of the detention centre;
5. Participate in meetings, workshops and conferences related to his duties;
6. Produce and submit monthly activity reports and statistics to his supervisor;
7. Identify resources available in the communities to support the Indigenous detainee in their social reintegration process;
8. Complete confidential files on each Indigenous detainee interviewed and/or counselled;
9. Refer all detainee requests related to spirituality to the proper resources.

## REQUIREMENTS

1. The position is open to both men and women;
2. The candidate must be an Indigenous person;
3. Fluent in English and French, aboriginal dialect (Algonquin and/or Cree) would be a considerable asset;
4. Possess a secondary 5 or equivalent combined with education and work experience. A college or University diploma would be an asset;
5. Possess computer skills in Word, Excel, Access, Outlook;
6. Does not have a police record and/or allows NPJSQ to carry out a background check;
7. Possess a valid driver's license and a vehicle.

<b>SALARY</b>	According to the salary scale in place at NPJSQ
<b>BENEFITS</b>	Pension fund, salary insurance, holidays and sick leave
<b>TERM OF OFFICE</b>	Permanent full time position 35 hours/week Monday to Friday 3-month probationary period can be extended to 6 months
<b>Start date</b>	<b>September 2020</b>
<b>Deadline</b>	Interested candidates must submit their resume to the address below, no later than <b>August 26, 2020 at 04:00 pm</b> to the attention of the selection committee.

Please submit your application by mail, fax or email to:

N.P. J. S. Q.  
190, Chef Max Gros Louis  
Wendake (Québec) G0A 4V0  
Telephone: (418) 847-2094 Fax. : (418) 847-5799  
Email: [info@spaq.qc.ca](mailto:info@spaq.qc.ca)

Indicate on your envelope or in the object of your email:

**Native Support Worker Amos area**

No application will be accepted after the deadline

Only candidates selected for interviews will be contacted.

The masculine denotes the feminine