



NPJSQ

Native Para-Judicial Services of Quebec (NPJSQ) is a non-political, not-for-profit organization created to develop alternatives to the justice system in order to better meet the needs of native communities in the province of Quebec.

JOB OPPORTUNITY

OPEN POSITION:	NATIVE COURTWORKER
LOCATION:	129, Promenade du Portage, local 201 Gatineau (Qué) J8X 2K2
PROGRAM:	The Native Courtworker program offers legal assistance to Native persons involved in the criminal and penal justice.

SPECIFIC DUTIES

Under the supervision of the director or his representative, the Native Courtworker:

1. Inform adequately all Natives accused of their rights and duties regarding court procedures and the justice system generally;
2. Inform adequately all Native person in regard to the justice system and the disposition of a notorious case;
3. Assist all courts of justice, on demand, by supplying to them information about Native traditions and ways of life or by informing the court on the particulars of an accused;
4. Perform all other administrative and professional duties indicated by the director or his representative for the good running of the program;
5. Assist, when so indicated by the director or his representative, any governmental body or organization as a resource person on Native matters regarding justice.
6. Collaborate and or write a Gladue Report this would be a very important asset.

QUALIFICATIONS:

1. The job is offered equally to men or women;
2. The candidate has to be a Native person;
3. Fluency in English and French being;
4. Preference will be given to a candidate who has a secondary 5 education; post-Secondary Education in a relevant field and pertinent work experience will be considered;
5. Computer required knowledge (Word, Excel, Access, Outlook)
6. The candidate should not have any criminal record and/or allow SPAQ/NPJSQ to undertake any necessary investigation;
7. Possess a valid driver's license and a car to be willing to travel will be an important asset;
8. The candidate must be prepared to work with flexible hours, and to travel when needed;
9. The Native Courtworker of Gatineau area will deliver services to the following Native communities: Gatineau and surrounding region.

SALARY	According to salary scale
BENEFITS:	RRSQ, Group Insurance, vacation, sick leave, etc.
DURATION:	Permanent 35 hours/week Monday to Friday Probation period 12 months
START OF EMPLOYMENT	As soon as possible
CLOSING DATE:	Interested candidate should send his/her resume before December 3, 2021 at noon to the address below

Please send application to the following address:

S.P.A.Q.
190 Chef Max Gros Louis Street
Wendake (Quebec) G0A 4V0
Telephone: (418) 847-2094 Fax: (418) 847-5799
Email: info@spaq.qc.ca

Indicate on the envelope or in subject of your e-mail: **Courtworker Gatineau Area**

Only applications with attached required documents and answering to the requirements will be retained. No applications after the closing date will be considered. The NPJSQ reserve the right to reject all applications and discontinue the hiring process.

Only candidates selected for interviews shall receive a response.