

JOB POSTING

Native Inmate Liaison Officer



JHS Kawarthas has provided programs addressing crime & its causes in our area for over 40 years. This includes diverse approaches to violence prevention, intervention, diversion, & response. We know that positive change doesn't happen in a punitive or judgmental environment. We work from a trauma/ resilience informed, anti-oppressive, restorative lens. If this matches your work philosophy, then apply to join our team as the **Native Inmate Liaison Officer**. We offer a competitive salary, and a friendly work environment.

Job Title:	Native Inmate Liaison Officer
Job Status:	35 hours a week, Monday- Friday 8:30-4:30
Rate of Pay:	\$28.96 per hour
Reports To:	Program Director/Chief Executive Officer/Superintendent
Location:	Central East Correctional Centre



Job Outline

The John Howard Society is a criminal justice agency that provides services in the areas of prevention, intervention, and reintegration. Our primary focus is to reduce the impact of crime and its causes through the delivery of relevant programs.

The Native Inmate Liaison Officer (NILO) plays a crucial role in assisting Indigenous adult clients at Central East Correctional Centre (CECC) in their successful reintegration into the community. By providing culturally relevant programs, services, and activities aimed at promoting Indigenous healing and wellness, the NILO addresses the unique needs of Indigenous clients while on a healing path.



Duties and Responsibilities

- Provide support, assistance, and rehabilitative care to Indigenous clients through cultural practices, follow-up services, and community resource information.
- Offer cultural and spiritual resources required for healing and wellness activities such as sweat lodge ceremonies, healing circles, smudging, and drumming, including engaging Elders and other resource people.
- Maintain an inventory and supply traditional ceremonial medicines. Oversee and maintain sacred garden on property of CECC and oversee Indigenous clients maintaining the garden on site.
- Facilitate liaison services between Indigenous clients and the community to ensure access to resources for educational, employment, housing, health, and other identified needs.

- Plan, organize, and facilitate Indigenous Programs and activities regularly, providing an itinerary of events as requested by the institution.
- Maintain records including completing NILO Programming Intake forms, recording client contact information, and submitting monthly statistics.
- Attend and participate in meetings at the institution such as Staff meetings, Interdisciplinary Case Conferences, and others as requested.
- Interview all Indigenous clients upon admission to inform them of available programs and services.
- Develop, coordinate, and maintain regular cultural programs and activities focusing on positive personal growth.
- Prepare and submit regular reports and statistics pertaining to programs, activities, and clients to the Superintendent or designate and agency Program Director as required.
- Support Indigenous clients who wish to practice traditional ways and coordinate activities with Chaplain Services.
- Complete agency training and professional development as assigned.



Qualifications

- Ability to demonstrate Indigenous status.
- Diploma or degree in relevant field of study and/or completion of education/training/pertinent cultural experience.
- Strong boundaries to maintain the relationship between the institution and the agency.
- Crisis intervention and problem-solving skills.
- Ability to manage competing demands and assess changing priorities.
- Ability to work alone/independently with minimal supervision.
- Effective communication and collaboration skills.
- Knowledge and skill implementing and presenting Indigenous ceremonies and cultural programs.
- Recognition as a knowledge holder within their Indigenous community an asset.
- Valid driver's license and reliable vehicle.



Other

- Work conducted onsite within the institution, in a shared office.
- Attendance at operational meetings as directed by management within the institution.
- Maintain the safety and security of the institution, by liaising with security, program, and health care staff as needed.
- Writing reports, briefing notes, and presentation materials.
- Adherence to all protocols at CECC as well as to the policies and procedures of JHS Kawarthas.

Note: Other reasonable duties as may be assigned.

HOW TO APPLY FOR THIS JOHN HOWARD SOCIETY POSITION

Application Deadline: August 22, 2025 @ 4:30PM
Interview Dates: TBD
Start Date: TBD

Submit a cover letter and resume, before 4:30 pm August 22, 2025, to
Dana Hetherton, Chief Executive Officer: dhetherton@jhscklh.on.ca

We thank all applicants, however, only those invited for an interview will be contacted. Interviewees are asked to prepare digital copies of credentials as needed (degree(s), diplomas, designations, certificates, etc.).

The John Howard Society of the Kawarthas is an equal opportunity employer. We are committed to organizational equity and diversity. We actively seek staff who are members of groups designated by federal and provincial legislation as under-represented. These groups include women, Indigenous people, persons with disabilities, ethnic minorities, racialized people, and LGBTQ2SI persons*

