**EMPLOYMENT OPPORTUNITY**

INTERNAL/EXTERNAL POSTING

**GLADUE WRITER**

**(Kingston)**

TERM TO MARCH 2019 (PENDING FUNDING)

**About FNTI (First Nations Technical Institute)**

Since establishment in 1985, over 2000 students have graduated successfully from FNTI with certificates, diplomas and degrees, granted in partnership with Ontario’s Colleges and Universities. An Indigenous post-secondary institution, FNTI offers programs targeted at Indigenous learners across a wide range of post-secondary disciplines including aviation, health, business, and public administration. FNTI delivers programming locally through its main campus in Tyendinaga on Ontario’s beautiful Bay of Quinte, as well as in numerous community locations throughout Ontario.

**Description:**

Under the direction of the Justice Circle Coordinator, the Gladue Writer will provide Gladue reports for First Nations, Metis and Inuit peoples in the court system to gain access to support systems, liaison services, resources and information on matters relating to the judicial system. The Gladue Writer will have excellent interviewing techniques in addition to excellent written and verbal communication skills and will possess a strong commitment to team environment dynamics with the ability to contribute expertise and follow leadership directives at appropriate times.

**Responsibilities:**

* Prepare comprehensive, accurate, objective and clear reports that include Gladue factors and detailed restorative justice plans.
* Keep informed of Gladue principles and Gladue report writing practices and procedures.
* Promote information about Indigenous Services, including Gladue reports to lawyers, individuals, Indigenous communities and others.
* Establish and maintain tracking systems and client files.
* Prepare and review monthly report summaries for funders and employer.
* Other duties as reasonably assigned.

**Qualifications:**

* A post-secondary diploma or degree in Law, Criminal Justice, Social Work or related field.
* Professional development courses relating to conflict resolution and/or Gladue Writing.
* Knowledge of up to date criminal law and other relevant legislation and resources.
* Experience in Court, Gladue Writing or restorative justice programs will be considered an asset.
* Demonstrated knowledge FNMI culture & teachings and alternative dispute resolution.
* Valid G license (as travel to court, and meetings is required).
* Must provide a clear CPIC and clear vulnerable sector check;
* FNTI provides preference to those applicants with Indigenous Ancestry.

*(Aboriginal Employment Preferences Policy)*

**Please forward your resume, including two references, by June 20, 2018 at 12:00 p.m. to**:

Karen Brant

**FNTI -** 3 Old York Road

Tyendinaga Mohawk Territory, ON K0K 1X0

Email: karenb@fnti.net

Online: www.fnti.net

**Thank you for your interest in this position.**

**Those selected for an interview will be contacted.**