



JOB DESCRIPTION

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| Position | Justice Outreach Worker |
| Department | Justice Department |
| Reports to: | Justice Manager |
| Wage Rate/ Range | 30.00 / hour |
| Status | Full time - Permanent |
| Location | Atlin, BC |
| Date Created | May 2026 |
| Date Last Revised | |
| Approved By: | Human Resources |

POSITION SUMMARY

The Indigenous Justice Program of the Taku River Tlingit First Nation (TRTFN) provides justice-related services to the people within their traditional boundaries. The Justice Outreach Worker will assist the Indigenous Justice Manager in providing all services required to establish, implement and deliver any one of or all of the following services:

- Indigenous Justice Program screening and monitoring.
- Alternative Measures screening and monitoring; and/or
- Community Work Service placement and monitoring.

DUTIES AND RESPONSIBILITIES

- a) Develop and maintain protocols with Justice System components and related community agencies to ensure effective communications in the delivery of the Indigenous Justice program.
- b) Deliver and maintain liaison with Justice System components and related community agencies to include information workshops and cross-cultural training sessions with staff of government agencies and to provide training for community members in their villages.
- c) Encourage the revival of TRTFN traditional justice practices by developing and maintaining programming that reflects traditional customs and practices of the First Nations community which may involve Elders, Spokesperson, Clan Leaders, Matriarchs, and Nation Administrators.
- d) Develop and institute a restorative justice and reparation-focused sentencing advisory process for adult offenders.
- e) Assist and facilitate TRTFN participation in developing individualized case/action plans for community members referred by the Community, the Courts, the Police, Crown Counsel or Corrections.
- f) Assist in the monitoring of adult offenders under the supervision of the BC Corrections which may include, but not be limited to: Pre-Trial Release (Bail) and Community Supervision which includes: Diversion, Electronic Monitoring, Probation and Conditional Releasing such as temporary absences and parole.
- g) Maintain appropriate client/case records, that will include: the original referral form, documentation of all contacts with client or other individuals or other resource persons whether by telephone or in person, written case action plans or case dispositions, decision points to be documented, and on completion, a final written report documenting completion (full, partial or non-compliance) and recommendation to further or future participation in the Indigenous Justice Program, to the referral agency. In all of the above case planning and case management is paramount.
- h) Develop constructive strategies for dealing with offender relapses and failure to complete actions plans contracts or agreements.
- i) Develop or participate in other programming that is mutually agreed to by the Indigenous Justice Worker Program and the BC Corrections.



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This Program shall endeavour to achieve the following:

- a) To assist the Justice System in improving its relevance and effectiveness with TRTFN;
- b) Encourage the revival and re-empowerment of those traditional Tlingit Justice practices which are relevant to present day society;
- c) To develop alternative programming to deal with deterrence and prevention, diversion, sentencing, rehabilitation and incarceration;
- d) To assist victims of crime within the traditional Tlingit culture; and
- e) Encourage crime prevention through information, education and community development programming with TRTFN citizens.

This program is community based and developmental, in consultation with the BC Corrections, and is guided by TRTFN culture, mores and traditional justice practices, including guidance from the Matriarchs.

Additionally, the Justice Outreach Worker will:

- Work with the Indigenous Justice Manager on all Alternative Measures referrals.
- Complete monthly tracking records, including clients seen, supports provided, hours spent.
- Work with individuals referred for court ordered community work service from Community Corrections.
- Provide community work service programming to clients who have been screened for Alternative Measures by the contractor.
- Monitor clients in accordance with the Community Corrections Community Work Service Policy.
- Develop and maintain an inventory of placements.
- Report any failure to comply with the requirement for performance of community work service to the Indigenous Justice Manager and the referring Probation Officer.
- Notify the Probation Officer of changes in circumstance that may affect the client's risk level in the community.
- Inform the Indigenous Justice Manager of any critical incident involving the client.
- Contact the client a minimum of once per month and provide a monthly written update on the client's performance to the Indigenous Justice Manager.
- Engage in ongoing educational programs as directed by the Indigenous Justice Manager.

Other related duties and responsibilities as required and directed by the Indigenous Justice Manager.

EDUCATION

- Postsecondary education in Indigenous Studies, Justice Studies, Social Work, Criminology, Human Services, Community Development, or a related field
OR
- An equivalent combination of education, lived experience, and community-based training, particularly within Indigenous communities and justice contexts.

Highly Desirable



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- Training or coursework in:
 - Restorative Justice
 - Alternative Measures / Diversion Programs
 - Case Management
 - Trauma-informed practice
 - Cultural safety and cross-cultural facilitation
- Knowledge of or certification related to BC Corrections community supervision, probation practices, or community work service programming.
- Ongoing professional development as directed by the Indigenous Justice Manager.

Cultural Knowledge

- Strong understanding of TRTFN culture, traditions, governance structures, and traditional justice practices, or the demonstrated ability and commitment to learn under the guidance of Elders, Matriarchs, and community leadership.

EXPERIENCE & KNOWLEDGE

1–5 years of relevant experience

COMPETENCIES

- Indigenous Justice & Cultural Competence
- Case Management & Documentation
- Restorative & Alternative Justice Practices
- Communication & Relationship Building
- Monitoring, Risk Awareness & Professional Judgment
- Community Development & Problem Solving
- Professionalism & Ethics

TRAINING REQUIRED

Employees are expected to participate in various types of training, including, but not limited to:

- Indigenous Justice Worker Orientation & Training
- Lateral Kindness
- Trauma Informed Care
- Workplace Harassment and Violence Prevention
- TRTFN Foundational Knowledge (Constitution, leadership structure, decision-making processes, CDC Oath)

CONDITIONS OF EMPLOYMENT

- Full time – 72 hours Bi-weekly
- In-person role based in Atlin BC

Approved by: _____

Date: _____



TAKU RIVER TLINGIT
First Nation



JOB DESCRIPTION

Chief Administrative Officer