



Position	Debaakinagewin Coordinator	Accountability	Chi-Naakinagewin Manager & RMSPD
Hours of Work	32 hours/week	Employment Status	Two-year contract, with possible extension
Circulation Level	Level III	Preferences	MFN member or person of aboriginal descent

Mississauga First Nation is developing a Debaakinagewin Circle, a group of community who will utilize Anishinaabe principles of justice to make decisions about criminal diversion, administrative appeals, governance, and conduct mediation.

The Debaakinagewin Coordinator will perform the following **job functions**:

- Ensure the Debaakinagewin Circle meets regularly, either in person or remotely, on the status of the project, its progress, and its needs.
- Ensure that when a matter comes before the Debaakinagewin Circle that all of the necessary background material is in hand and assist the lead facilitator in their duties.
- Coordinate training opportunities for the Circle, and participate to become a certified facilitator.
- Assist in the development of Debaakinagewin Policy and Debaakinagewin Training Manual in coordination with the Circle.
- Attend stakeholder meetings in order to solicit feedback, input, and expectations; incorporate the input into project plans.
- Record decisions made and actions to be taken from the Circle.
- Undertake special research, communications, and developing briefs/reports as necessary for the Circle to operate effectively.
- Maintain records of conferences and provide follow-up reports and final reports once agreements are completed.
- Attend Courts as they occur to liaise with Crown, Police, Probation Officers, and Justice Circle to arrange conferences.
- Hold community meetings to educate members in diversion strategy and to determine needs and wishes on a bimonthly basis.
- Provide monthly activity reports, meeting reports and/or other reports to Program Managers, Chief & Council as requested
- Liaise with court, police, judges, and probation officers to arrange for mechanism to divert charges to Restorative Justice Coordinator in coordination with the Chi-Naakinagewin Manager.

The Debaakinagewin Coordinator will have the following **qualifications, experience, knowledge, and skills**:

- Minimum post-secondary degree in related field, e.g., Indigenous Studies, Criminal Justice, Law, Social Studies; and/or three to five years of related work experience.
- Must be a Mississauga First Nation member or of Indigenous descent.
- Must have a Class "G" Driver's license in good standing and able to travel.
- Must provide a Criminal Records Check from the Canadian Police Information Centre (CPIC).
- Ability to speak Ojibwe a definite asset.
- Excellent communication, negotiation and conflict resolution skills

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations and qualifications listed. Using concrete examples, you must show how you demonstrate the requirements. We rely on the information you provide to us in your application during screening. Successful candidates who receive interviews **must provide copies of their education qualifications and certifications at the time of interview**. Please note that all interviews will be in person. If you would like a copy of the full job description and/or are interested in applying you may submit your **cover letter, resume and three work related references** to:

Mississauga First Nation
PO Box 1299
Blind River, ON P0R 1B0
Attention: Human Resources Department Marked: **CONFIDENTIAL**
Email: hradvisor@mississaugi.com **Fax:** 705-356-1740
DEADLINE: Friday, September 20, 2019 at 4:00 p.m.
SALARY RANGE: \$ 26.26-\$37.81 based on qualifications

Thank you to all applicants; however, only those selected for an interview will be contacted.