

<b>Job Title:</b>	Giiwedin Anang Council Assistant Trainee	<b>Travel Required:</b>	No
<b>Location:</b>	Toronto	<b>Position Type:</b>	Full Time- Contract
<b>Reports to:</b>	Giiwedin Anang Council Case Supervisor	<b>Posting Expires:</b>	January 17th 2024
		<b>Salary Range:</b>	Miziwe Biik Hourly Rate for the applicable fiscal year

### Organizational Overview:

Aboriginal Legal Services was established February 21, 1990. ALS was formed following a needs assessment by the Native Canadian Centre of Toronto. With approximately 75 dedicated employees, Aboriginal Legal Services is headquartered in Toronto and operates nearly a dozen satellite offices across Ontario. Over the years ALS has become a nationally recognized leader in the development of Indigenous-led justice programming and in test-case litigation. Indigenous People require equitable treatment in the justice system, access to the legal and related resources within the justice system, as well as understanding of the system and their options. The support required includes advocacy in all areas of the law as well as alternatives which can break the cycles of recidivism and dependency which is all too prevalent. These alternatives are more effective when they are community controlled and are based on the traditional cultural norms and values of the Indigenous community.

### Position Summary:

The Giiwedin Anang Council has been on a steady increase in the services provided to Aboriginal families in the GTA. The Giiwedin Anang Council is a Ministry of Children and Youth Services funded Aboriginal approach to Alternative Dispute Resolution. We are funded to help resolve disputes between families in our community and CAS, utilizing members of the local Aboriginal Community to participate in Traditional Talking Circles. Most times this is NCFST. The Council has worked with 6 other regional CAS.

### Duties and responsibilities

- The position will be supporting the Giiwedin Anang Council Caseworker and also work closely with Elders and Traditional Teachers.
- This position entails a majority of administration work; outreach and intakes will also be necessary tasks.
- Will handle all scheduling of client appointments, intakes and cultural activities.
- Will meet with clients, must be comfortable with high volume of service.
- Willingness to take on new tasks and be open to new approaches.
- May be asked to facilitate some Talking Circles in the Caseworker's absence.
- Candidates should have an ability to perform self-care and be attuned to sensitive situations.
- Must be comfortable with high levels of conflict and trauma.

### Qualifications

- High school diploma (O.S.S.D.) or equivalent, however, post-secondary education is an asset.
- Strong typing, Microsoft Word, and good organization skills.
- Independent learner and ability to follow directions.
- The candidate must have cultural sensitivity and awareness.
- Must be registered with Miziwe Biik and working with an Employment Counsellor.

- Knowledge of the criminal justice system and programs and services available to Indigenous people in Toronto and surrounding area would be a great asset;

**To apply:**

To apply to this job posting please submit your cover letter and resume with “Giiwedin Anang Council Trainee” in the subject line to [hrgeneral@aboriginallegal.ca](mailto:hrgeneral@aboriginallegal.ca) or fax it to (416) 408-1568.

Aboriginal Legal Services is an equal opportunity organization committed to diversity and inclusion. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. We welcome and encourage applications from all qualified applicants. Accommodations for persons with disabilities required during the recruitment process are available upon request. To request accommodation, please email [Nazaninn@aboriginallegal.ca](mailto:Nazaninn@aboriginallegal.ca). We would like to thank all applicants for their interest but only those selected for an interview will be contacted.