



ABORIGINAL LEGAL SERVICES
Gaa kina gwii waabamaa debwewin - All those who seek the truth

Job Title:	Gladue Caseworker Coordinator	Travel Required:	No
Location:	Toronto	Position Type:	Full Time - Unionized
Reports to:	Senior Manager, Gladue Caseworkers	Posting Expires:	28 October 2022

Job purpose

Aboriginal Legal Services (ALS) strengthens the capacity of the Aboriginal community and its citizens to deal with justice issues and provide Aboriginal controlled and culturally based justice alternatives. Our dedicated staff is our most valued resource. Compassionate care, teamwork, professionalism, communication, and respect are the values that set ALS apart.

Duties and responsibilities

- Working under the direction of the Program Director and Senior Manager, the Gladue Caseworker Coordinator is responsible for processing requests for Gladue Caseworker services and ensuring files are ready for assignment to Gladue Caseworkers in a timely way;
- Ensure that Gladue Letter requests are received promptly, and proper documentation is obtained;
- Correspond with defence counsel, Crown and the court regarding information required for completion of Gladue Letters and other requests;
- Add client file information to the Gladue Case Management System (GCMS);
- Contact clients by phone to confirm contact information is correct prior to a file being assigned;
- Draft letters to the Court for pending Gladue Letter requests;
- Correspond with appropriate staff regarding the assignment of files;
- Administer the Caseworker Calendar (CWC) and ensure all important dates are included on the CWC;
- Follow-up for new dates where adjournment letters have been sent for Gladue Letters;
- Communicate the new court dates to the Gladue Caseworker and make note of the date on the CWC;
- File letters completed by the Gladue Caseworker program to the database;
- Act as a point of contact for Parole Board requests;
- Track dates for sentencing circles in all regions, using the CWC;
- Provide statistics on a quarterly basis for reporting purposes regarding Gladue Letters and other aspects of the Caseworker role, using the CWC;
- Respond to enquires by phone or email regarding the Gladue Caseworker Program;
- Modify forms and processes as needed once they are implemented;
- Other duties as assigned;

Qualifications

- Excellent communication and writing skills;
- Ability to work with a wide range of individuals;
- Ability to work independently and to manage a regular workload;
- Knowledge of the criminal justice system and programs and services available to Indigenous people in Ontario;
- Exceptional organizational and multi-tasking skills and impeccable attention to detail
- Proficiency with Microsoft Office, Outlook, internet, etc.;
- Be available for occasional work outside regular office days/hours to meet operational needs;

Applicants who self-identify as Aboriginal and meet the requirements of the job posting will be given first consideration in the hiring process

To apply to this job posting please submit your cover letter and resume with "Gladue Caseworker Coordinator" in the subject line to hrgeneral@aboriginallegal.ca or fax it to (416)408-1568 by no later than 5 pm on **Friday October 28th, 2022.**

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.

We would like to thank all applicants for their interest but only those selected for an interview will be contacted.

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