



## **Hamilton Regional Indian Centre Employment Opportunity**

***Closing: Posted until filled***

The Hamilton Regional Indian Centre is currently accepting applications for the vacancy in the position of **Indigenous Combined Court Worker**.

The Hamilton Regional Indian Centre (HRIC) is a large Indigenous not for profit organization. We are culturally based and committed to driving positive change for the community. As a staff member of HRIC you will have opportunity for professional growth, access to Elders and Traditional Knowledge Keepers and a generous benefit package. We strive to uphold pre-colonial management and policy structure, while being supportive and maintaining a positive work atmosphere.

The Indigenous Court Worker under the direction of the Executive Director or Designate, will be primarily responsible to assist in reducing the over representation of Indigenous peoples in the justice system by assisting Indigenous individuals to better understand their rights, options and responsibilities when appearing before the court.

### **QUALIFICATIONS:**

- Post-secondary Diploma/certificate in Community Justice, Indigenous Studies, or related equivalent education and/or experience, skills, and abilities as determined by the Executive Director;
- 3-years of demonstrated and related work experience within an Indigenous organization or community;
- 2 years of demonstrated work experience working with justice involved individuals;
- Strong knowledge of Federal, Provincial, Municipal and First Nations laws, to include but are not restricted to; Child and Family Services Act, Youth Criminal Justice Act, Criminal Code of Canada, First Nation and Municipal by-laws and provincial offences;
- Strong knowledge and awareness of Indigenous culture and history, with particular emphasis on the impacts of trauma, family violence
- Proven ability to organize, evaluate, communicate and present information, both verbally and written;
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment;
- Demonstrated ability to build and maintain lasting working relationships;
- Non-Violent Crisis Intervention training and experience is an asset;
- First Aid/CPR certification or be willing to be certified;
- Skilled in use of Microsoft Office/365 applications and other databases;
- Valid driver's licence with clear driving record is an asset: and,
- Satisfactory Criminal Record with Vulnerable Sector Check.

**HOURS OF OPERATION:** Monday to Friday 8am to 8pm (8-hour shift within these hours of operation), occasional evenings/weekends

**SALARY RANGE:** \$51,345.00-\$57,050.00 per annum



## Hamilton Regional Indian Centre Employment Opportunity *Closing: Posted until filled*

---

The HRIC is a highly flexible organization offering additional compensation in accordance with current policies. This includes 7 paid personal emergency days, 5 paid cultural days, 4 paid holidays beyond mandatory Employment Standards, paid vacation, paid shutdown over the winter holiday week, and health benefits. HRIC employee group benefits program has mandatory enrollment for full time permanent employees; employees will be eligible to enroll upon the successful completion of their (3) three-month probationary period.

HRIC is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, HRIC will make accommodations available to applicants with disabilities upon request during the recruitment process.

HRIC strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, HRIC will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.

Since this position is engaged primarily in serving the interests of Indigenous people of Turtle Island, HRIC shall give preference to Indigenous people of Turtle Island who possess the requisite skill sets and experience.

HRIC does not currently use Artificial Intelligence (AI) in the screening of applications.

Please submit a cover letter, resume, 3 references to [jobs@hric.ca](mailto:jobs@hric.ca) or in an envelope marked **CONFIDENTIAL** to:

Human Resources  
Hamilton Regional Indian Centre  
34 Ottawa Street North, Hamilton, Ontario L8H 3Y7  
FAX: 905-548-0024