



**GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE**



GRAND COUNCIL TREATY #3 EMPLOYMENT OPPORTUNITY

INTERNAL / TREATY 3 COMMUNITY POSTING ONLY

Position: Circle of Care Senior Coordinator
Category: Full-time Position
Salary: \$78,000.00 up to \$83,500.00
Location: Kenora Justice Centre
Closing Date: January 12, 2026

Job Overview:

The Grand Council “Circle of Care Senior Coordinator” supports the work of the Grand Council and assists the Justice Director. As a Circle of Care Senior Coordinator, you will be responsible for overseeing and coordinating support services and ensure the well-being and holistic care of individuals. This role involves collaborating with various stakeholders, organizing resources, and implementing initiatives to enhance the quality of life for the Kenora Justice Centre’s participants.

Key Responsibilities:

- Coordinate all Kenora Justice Centre program staff, the Recipient’s and the Ne-Chee Friendship Centre’s Circle of Care Case Managers, the Cultural Liaison & Interpreter, Kenora Justice Centre Administrative Assistant, and the Kenora Justice Centre Cultural Representative & Greeter;
- Assign the Kenora Justice Centre’s participants equitably amongst the Circle of Care Case Managers;
- By collaborating with community-based organizations, provide support and recommendations to the Circle of Care Managers on the provision of services in developing the individualized plans and goals for the Kenora Justice Centre’s participants;
- Utilize trauma-informed approaches and best practices for management of multi-sectoral service providers to oversee and coordinate local community and Indigenous organizations on-site at the Kenora Justice Centre;
- On a regular basis, conduct quality assurance monitoring of the Circle of Care Case Managers’ work, including reviewing completed individualized planning documentation for the Kenora Justice Centre’s participants and all other work products associated with the Project;
- Communicate the progress of the Kenora Justice Centre’s participants to the Kenora Justice Centre Crown and the court, as requested by the court, defence counsel, the Province, or such participants;
- Provide administrative support for the Project such as maintaining any and all records and files on the Kenora Justice Centre’s participant and the Project;
- Collaborate with the Province on the development of the Project, including providing strategic advice on operations, participating in meetings, and responding to inquiries from the Province;

- Attends all court proceedings at the Kenora Justice Centre, as requested by the court, defence counsel, the Province, or the Kenora Justice Centre's participants;
- Works collaboratively with all, who are delivering justice services, such as the Kaakewaaseya Justice Services, to coordinate culturally relevant programming and services for the Kenora Justice Centre's participants;
- Considers factors, such as safety risks and individual needs, when making referrals for the Kenora Justice Centre's participants for supports, programs, and services in community; and
- Works to build and enhance relationships among community-based agencies, who are participating in the Kenora Justice Centre in order to support access to a wide range of programming and service options.
- As a member of the Justice team, you will assist in providing administrative support services to the Executive/Justice Office in a timely and efficient manner.
- Report to the Executive/Justice Director and attend meetings that require your expertise in addition to identifying emerging issues regarding challenges and opportunities that may affect the communities of Grand Council.
- Establish a positive and productive working relationship with the greater community service environment and promote the activities of Grand Council.
- Other duties: Perform any other related duties assigned by the Justice Director and leadership of GCT#3.

Qualifications:

- The Circle of Care Senior Coordinator should have some experience in fields of social work, mental health, law, or related area. Experience and knowledge of First Nation issues and the current legal system is an asset.
- Working knowledge and understanding of local Indigenous cultures, histories, practices, and traditions. Ability to speak Ojibway or Oji-Cree is an asset
- Working knowledge of Indigenous services and resources available in the Kenora area.
- leadership experience, including experience working as a manager for a team of staff; and
- knowledge of the diverse needs of justice-involved individuals, local culture and resources available, trauma-informed and strengths-based approaches to case management.
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse individuals and groups.
- Strong understanding of child welfare systems and the importance of child-centered approaches.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Good organizational and time management skills, with the ability to handle multiple cases simultaneously.
- Proficiency in relevant computer applications and technology.
- Valid driver's licence and reliable vehicle

Working Conditions:

- Work week: 4 days, Monday to Thursday, rotating workweek schedule starting at 9:00am 4:30pm.
- Entitled to one hour of unpaid time for lunch and two paid fifteen-minute breaks.
- Frequently exposed to noise and a regular flow of people around the office
- Frequently assigned to changing priorities
- May be required to work extra hours and will receive compensatory time off.
- Must have valid driver's license, in good standing and a reliable vehicle.
- Must have a clear criminal records/vulnerable sector check and child welfare check is required upon hiring.

- Must be able to travel on short notice. Travel may be required within Kenora and surrounding areas.
- Busy office setting and Repetitive work.
- Manual dexterity required to use desktop computer and peripherals.
- Interacts with public at large.

Please send resume and cover letter including three (3) references to:

Human Resources Manager
Grand Council Treaty #3
P.O. Box 1720, Kenora, Ontario P9N 3X7
Email: hr@treaty3.ca

Competitive salary and benefits. We thank all those who apply. Only applicants selected for an interview will be contacted. Submission of criminal record check required prior to offer of employment.