



## Employment Opportunity

### Justice Services Specialist

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Department:	Health – The Right Path
Posting Date:	November 28, 2025
Location:	Nipissing First Nation, ON
Schedule:	Full Time – 35 hours per week
Job type:	Permanent
Vacancies:	One (1)
Reports To:	Manager, The Right Path
Salary Wage:	\$63,336.00 to \$83,556.20

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Nipissing First Nation is seeking a dedicated and compassionate Justice Services Specialist who is committed to supporting community wellbeing through a holistic and culturally grounded approach. Our ideal candidate is an organized, solutions-focused professional who can coordinate and implement justice services for **Giyak Moseng**, while building strong relationships rooted in respect, cultural safety, and community values.

#### What You'll Do in the Role

- Provide NFN persons charged with an offence and their family members with timely and accurate information at the earliest possible stage of the criminal justice process.
- Refer Indigenous persons charged with an offence to appropriate legal resources at key stages of the justice process (e.g., arrest, trial, sentencing).
- Provide assistance to criminally charged individuals with disclosure requests, legal aid applications, obtaining lawyers, assisting with coordination between lawyer and accused individual.
- Assisting with attendance to court, virtually and in person.
- Assisting accused individuals with the bail process, bail plan, surety screening, providing insight into release conditions
- Assisting and liaising with probation and parole workers, providing assistance with probation appointments
- Attending provincial institution to assist with liaising between jailed individuals, lawyers, court processes.
- Attend an institution for moral support, visitation, well-being checks.
- Assisting with federal inmates, parole hearings and plans.



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- Liaise with other service providers and agencies as appropriate
- Work collaboratively within a multi-disciplinary team in the process of assessment of client needs and the coordination of services
- Liaise with culturally based opportunities (i.e., land-based activities) to support building life skill capacities for individuals, family and community
- Manage client caseload that includes individuals with multiple and complex needs & provide case coordination for clients
- Refer Indigenous persons charged with an offence to appropriate social, education, employment, medical, Indigenous community and other resources
- Provide appropriate support to family members who are affected by the charges, incarceration of family members.
- Collect information and prepare accurate activity and financial reports as required by agreement and/or employer with attention to deadlines
- Complete and submit administrative reports (leave forms, activity logs/calendars, monthly reports) in a timely manner
- Fully respect and abide by all aspects of the Health Centre and the NFN standards, policies and procedures
- Complete other job-related duties as may be assigned by the Giyak Moseng Manager
- Notify Health Services Manager or designate of any occurrence involving person or property and follow reporting protocols

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### ❤️ ❤️ Reasons to Join Nipissing First Nation

At NFN, we don't just offer a job, we offer a purpose-filled career in service to our community. Our workplace is one where learning is encouraged, growth is supported, and our culture is celebrated.

- ✓ Work with a passionate team rooted in community values
- ✓ Be part of an inclusive, supportive work culture
- ✓ Competitive salary and defined contribution pension plan
- ✓ Comprehensive benefits package – medical, dental, vision, life, and disability
- ✓ Business Casual dress and modern workplace practices
- ✓ Training, mentorship, and ongoing development opportunities



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#### Vacation Time:

Start with three (3) weeks of vacation, plus enjoy a two (2) week paid office closure over the December holiday season – giving you time to rest, reset, and reconnect.

#### Additional Leave:

We offer better-than-average leave benefits to support your health, wellness, and work-life balance.

#### What You Bring to the Table

- Must have Bachelor of Social Work, Criminal Justice Degree from a recognized post-secondary institution or a Diploma in a related discipline with a minimum of 5 years direct work experience in social work, justice; including assessment, advocacy and intervention
- Must Have previous experience in Criminal Justice work and case management in complex cases
- Must Have Crisis Intervention training, Applied Suicide Intervention Skills Training, Mental Health First Aid, Overdose Prevention Training, Trauma Informed Care Training
- Must Have First Aid and CPR with AED
- Must have knowledge of the Gladue Process
- A valid Ontario Class “G” Driver’s License and access to a reliable personal insured vehicle
- Knowledge of trauma informed approaches to service delivery and program design
- Skills in case coordination/service navigation across multi-sector programs as well as record keeping, chart management and required reporting.
- Excellent interpersonal skills, problem-solving abilities and conflict resolution skills
- Proficient computer experience in Microsoft Office 365 applications
- Ability to work flexible hours

#### Application Deadlines and How to Apply

Nipissing First Nation follows a structured and fair hiring process. Please identify your eligibility clearly in your application.

**Round 1 – Closing December 12, 2025,**

*Only open to registered Nipissing First Nation members.*

(Round 1 applicants will be considered at this stage.)



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#### Round 2 – Closing December 19, 2025,

*Only open to spouses and children of registered NFN members and registered members of other First Nations.*

(Round 2 applicants will be considered at this stage.)

#### Round 3 – Closing December 26, 2025,

Open to all applicants (status and non-status).

Posting will remain open until the position is filled.

If you are excited by this opportunity and want to make a meaningful impact with Nipissing First Nation, please submit your **cover letter and resume** to:

✉ [resumes@nfn.ca](mailto:resumes@nfn.ca)

🕒 **Deadline: 4:30 p.m. on the date assigned to your eligibility round**

#### **Are You a Member of NFN?**

Nipissing First Nation is deeply committed to the training, development, and employment of our members. ***We strongly encourage NFN members to apply,*** even if you don't meet every qualification. Your lived experience matters, and we consider all aspects of your background in the hiring process.

As per **Section 24(1)(a)** of the *Ontario Human Rights Code*, **preference will be given to First Nation applicants.**

***Miigwech to all applicants for your interest.  
Only those selected for an interview will be contacted.***