



# Sioux Valley Dakota Nation

## Employment Opportunity

### Justice Program Coordinator

### Full-Time, Term

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**Position Summary:** The Justice Program Coordinator will oversee all areas of Justice for the Sioux Valley Dakota Nation. The Justice Coordinator will report directly to the Director of Operations.

**DUTIES INCLUDE:**

- Work in conjunction with the RCMP and assist them with information from Sioux Valley Dakota Nation as needed to ensure the safety of the people
- Responsible for tracking and the upkeep of information on cases from Sioux Valley Dakota Nation that have been instructed to so by their supervisors
- Enforce all bylaws set out by Sioux Valley Dakota Nation such as implanting, revising, and pursuing any necessary changes to enforce the bylaws
- Attend the Sioux Valley Dakota Nations Court and creating an elder's council to be utilized in this area
- Work with the Probation Services in Sioux Valley Dakota Nation and assist them with information required
- Liaison with Corrections to be the main contact person upon any release of a Sioux Valley Dakota Nation member and assist in the release plans as set forth by the releasee
- Oversee the SVDN Security program in all areas and seek funding opportunities for the program
- Other duties as deemed necessary

**QUALIFICATIONS:**

- Minimum 2 years management experience
- Must be able to work a flexible schedule
- Must have experience in law enforcement
- Knowledge of office equipment and computers
- Must be able to work independently and as part of a team
- Excellent verbal and written communication skills
- Valid driver's license and reliable vehicle
- Successful completion of Criminal Record Check and Vulnerable Sector Search & Child Abuse Registry Check, or proof of submission

**Competition Number: 202602**

Submit Cover letter and Resume indicating Competition Number:

Human Resources Department

Sioux Valley Dakota Nation, P.O. Box 38

Griswold, Manitoba R0M 0S0

Phone: 204-855-2671 Fax: 204-855-2131

Email: [hrapplcations@svdngovernance.com](mailto:hrapplcations@svdngovernance.com)

This opportunity is open to all applicants; however, preference will be given first to citizens of Sioux Valley Dakota Oyate. We thank all those who apply, but only those selected for an interview will be contacted. For full Job description, please email [hrapplcations@svdngovernance.com](mailto:hrapplcations@svdngovernance.com) to request a copy.