



SIOUX VALLEY DAKOTA NATION
Employment Opportunity
Justice Program Coordinator
Full-time, Permanent

POSITION SUMMARY: The Justice Program Coordinator will oversee all areas of Justice for the Sioux Valley Dakota Nation. This position will report directly to the Self Government Coordinator in conjunction with Sioux Valley Dakota Nation Chief and Council.

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: 202274

APPLICATION DEADLINE: Open Until Filled.

Submit cover letter and resumes indicating competition number to:

Human Resources Department

Sioux Valley Dakota Nation

P.O. Box 38

Griswold MB R0M 0S0

PH: 204-855-2760 FAX: 204-855-2131

E-mail: hrapplcations@svdngovernance.com

We thank all who apply but only those selected for an interview will be contacted.