



Sioux Valley Dakota Nation

Employment Opportunity

Self Government

Justice and Community Services Assistant

Full-Time, Permanent

Position Summary: The Justice and Community Services Assistant is responsible for developing, coordinating, and implementing community service programs for individuals involved in restorative justice processes, as well as providing administrative support to the Justice Program Coordinator. The coordinator will work with a team of professionals to ensure that community service programs are aligned with restorative justice principles, promote community healing, and provide meaningful opportunities for individuals to give back to their community. The administrative assistant duties will include tasks such as managing correspondence, organizing files, scheduling appointments, and other tasks as assigned.

Position Duties:

- Develop, coordinate, and implement community service programs for individuals involved in restorative justice processes
- Work with restorative justice facilitators, probation officers, and other professionals to identify appropriate community service opportunities and placements
- Recruit, train, and supervise community service volunteers and participants
- Develop and maintain relationships with community partners and organizations to secure community service placements and resources
- Ensure that community service programs align with restorative justice principles and promote community healing
- Develop and implement evaluation and assessment tools to measure the effectiveness of community service programs
- Maintain accurate records and documentation related to community service placements and participant progress
- Provide regular updates and reports to restorative justice facilitators, probation officers, and other stakeholders
- Stay up-to-date with restorative justice principles, community service trends, and best practices in program development and implementation
- Provide administrative support to the Justice Program Coordinator, including managing correspondence, organizing files, scheduling appointments
- Assist with preparing and submitting program reports to stakeholders
- Perform other duties as assigned

Qualifications:

- Experience working in restorative justice, criminal justice, or related fields
- Strong communication and interpersonal skills, with the ability to work effectively with diverse stakeholders and community partners
- Experience in volunteer management and supervision
- Knowledge of community service trends, best practices, and resources
- Ability to work independently and as part of a team
- Strong organizational and time management skills
- Ability to maintain accurate records and documentation
- Proficient in Microsoft Office and other relevant software

Competition Number: 202357

Submit Cover letter and Resume indicating Competition Number:

Human Resources Department

Sioux Valley Dakota Nation

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Email: hrapplications@svdngovernance.com

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