



**Ne-Chee Friendship Centre  
Requires  
Full Time Native Inmate Liaison Officer**

Under the supervision of the Executive Director, together with the Ministry of Community Safety and Correctional Services, the Native Inmate Liaison Officers work primarily on-site at the Kenora District Jail to address the needs of Indigenous inmates

**Responsibilities**

- To act as a liaison to facilitate communication between Indigenous inmates, their families, institutional staff & other community resources
- Develop, organize and coordinate regular cultural, social & spiritual programming and activities
- To act as a resource with the admission and release of Indigenous inmates
- Establish active community involvement and participation of volunteers in institution programs
- Prepare and submit regular reports pertaining to program activities and clients
- Coordinate and facilitate individual and/or group counselling to Indigenous inmates

**Qualifications**

- Experience working in correctional or justice setting is an asset
- Previous experience working in an Indigenous organization or community
- Working knowledge of Indigenous culture, customs & practices
- Positive attitude & demonstrated capacity to act as a healthy lifestyle role model
- Able to work independently with minimal supervision
- Strong communication skills, oral and written
- Ability to speak Ojibway, Cree or Oji-Cree is a definite asset
- Computer literacy skills are essential
- Valid driver's license and access to a vehicle is preferred
- Must possess current First Aid / CPR certification or able to be certified

**Comprehensive benefit package including a pension plan**

**Salary Range: \$46,000 to \$48,000 to start**

**\* A Current Vulnerable Persons Check will be required upon offer of employment**

**Preference will be given to Indigenous applicants. Please self-identify upon applying**

**DEADLINE:      OPEN UNTIL FILLED**

Please submit your **resume** along with a **cover letter** to:

Ne-Chee Friendship Centre  
326 2<sup>nd</sup> Street South, Kenora, ON P9N 1G5  
Fax: (807) 468-5340  
E-Mail: [OfficeAdmin@nechee.org](mailto:OfficeAdmin@nechee.org)

We wish to thank all applicants, however, only those selected for an interview will be acknowledged.