



## **JOB POSTING**

### **Calgary Legal Guidance Sahwoo Mohkaak Tsi Ma Taas: “Before Being Judged” Program Indigenous Education and Client Services Facilitator**

#### **COMPANY OVERVIEW**

Calgary Legal Guidance (CLG) is a charitable society established in 1972 to provide legal advice and assistance to low-income people in Calgary and area with family, criminal, immigration, civil, and other poverty law matters that are not covered by Legal Aid. Thousands of clients are assisted each year through evening clinics staffed by volunteer lawyers, with follow-up help and representation provided by the senior staff counsel, program lawyers, pro bono lawyers, articling students and, during the summer months, law students. CLG offers specific programs in the areas of family law/domestic violence, homelessness, seniors’ issues, social benefits, and immigration.

The Sahwoo Mohkaak Tsi Ma Taas: Before Being Judged program is designed to increase and enhance access to justice and healing for Indigenous peoples, living in or around Calgary. This is a new position to the organization. The Facilitator works closely with all CLG staff, lawyers, Articling & summer students, Elders & Traditional Knowledge Keepers, partner agencies/services in the community, and a multi-disciplinary Indigenous Advisory Council to conduct outreach to Urban Indigenous people and others, who are having difficulty with legal/justice related issues, to help facilitate connections to lawyers and legal services. The Facilitator plays a supporting role in delivering “Know Your Rights” public legal education presentations in and around the city and works with CLG social advocates in coordinating ID (Identification) and other legal clinics with Indigenous communities and groups within and outside of the city. The Facilitator also plays an important role in nurturing and developing strong relationships with nearby Reserve communities. The Liaison is responsible for coordinating and working in partnership with the Indigenous Program Lawyer to ensure that training, education, cultural experiences, and access to ceremony are provided for all CLG staff, volunteers, and occasionally external stakeholders to enhance the organization’s cultural competence in serving Indigenous peoples and advancing reconciliation. The Facilitator will also work with the Lawyer and others to advance this learning beyond CLG and into the legal and court system at larger. The program is a unique, holistic response to Calls to Action, Justice 25-42 (Canada’s Truth & Reconciliation Commission Final Report).

Given the expansive services provided by CLG, the program works closely with other program areas such as homeless outreach, domestic violence, social benefits advocacy, and elder law as CLG clients often face multiple challenges and present with complex needs.

## THE ROLE

This is a permanent, 0.6 FTE position at 21 hours per week. Reporting to the Indigenous Program Lawyer and working daily with members of the Senior Leadership and Operations Team, and often with the CLG Board of Directors. Working in partnership with the lawyers, the Facilitator directly supports clients by conducting outreach to Indigenous people and Indigenous serving organizations and sharing agency/services information with potential clients. The Facilitator may at times also assist with the Intake of these clients into the program's legal services. The Facilitator explores and delivers opportunities for cultural connections, traditional healing, and ceremony to clients in distress, and provides frequent and continuous knowledge development for all CLG staff, Board, and volunteers to increase our understanding of the historical and cultural context of Indigenous people and barriers in accessing justice. The Facilitator will further assist CLG in expanding these learning and competency building experiences to others working within the court and judicial systems.

The successful candidate will have experience working with disadvantaged persons, preferably within the City of Calgary and surrounding Indigenous communities. The person will have a deep respect, understanding, and personal connection to the traditional ways of knowing and being for Indigenous peoples. A background or experience in adult learning/training/workshop facilitation would be a definite asset. This role requires close working relationships, and leadership skills, with various service providers throughout the city, in the not-for-profit and government sectors. The Facilitator will serve as an integral part of CLG, and our community partners in developing and coordinating holistic, culturally appropriate services to this population with a vision to advance access to justice in a healing context.

The position may require occasional evening or weekend work, and CLG has policies in place and offers benefits to assist staff in affording a positive career-life balance.

Specific Responsibilities include the following:

- In-person and direct Outreach to Indigenous peoples in and around Calgary to share the services of CLG and decrease barriers and create bridges to accessing CLG services
- Developing, implementing, and helping to ensure a culturally respectful and knowledgeable organizational approach to Indigenous peoples. Expanding this teaching to the larger legal community in Calgary and Alberta.
- Leads and delivers Historical and Cultural knowledge development, through training and access to ceremony, for CLG staff and all volunteers
- Outreach and relationship development and engagement of Elders and Traditional Knowledge keepers in support of Indigenous access to justice and healing.
- Coordinating and Leading the program Advisory Council and ensuring a cultural lens influences all program development, service delivery, and evaluation
- Supporting Lawyers, Advocates, and students while delivering services to Indigenous clients
- Developing and Delivering public presentations and workshops
- Maintaining client files, program data and reporting documents under the direction of the Program Lawyer
- Working collaboratively with advocates and lawyers to meet client needs –
- In addition to this role, there is an opportunity for the Facilitator to become trained and active in preparing Gladue Reports. This is a separately paid activity and may be used to supplement the role to achieve full-time employment hours. \*This is not a requirement of the position

## THE CANDIDATE

The successful candidate will have:

- Degree or diploma in human services or a related discipline \*NOTE: social workers require ACSW registration, or must otherwise qualify for registration
- A minimum of two years' experience in client services with disadvantaged clients
- Experience living or working in an Indigenous community or with Indigenous peoples. Connection to local Indigenous Elders and Knowledge Keepers is a definite asset.
- Deep knowledge of Indigenous history and culture in Canada, along with the calls to action (Justice related) for reconciliation and how to apply them
- Familiarity with access-to-justice, poverty law, restorative justice and/or social justice issues in the context of Indigenous communities.
- Solid understanding of and experience with Calgary-based community resources for Indigenous peoples and/or people experiencing poverty
- Experience with developing and delivering learning for professionals
- Thorough knowledge and respect for protocols involving Elders, Traditional Knowledge Keepers, and Indigenous communities
- Leadership experience is highly desirable
- Understanding of the effects of trauma and vicarious trauma
- The ability to speak an Indigenous language is a definite asset

## PERSONAL CHARACTERISTICS

- Wisdom, patience, confidence, friendliness, compassion, relationship oriented, easy to approach and talk to; relates well to all kinds of people
- Creative Innovator
- Fearlessly takes on all issues and challenges while implementing creative solutions
- Superior time management skills
- An advocate for the disadvantaged
- Excellent presentation skills and a love of teaching
- Ability to recognize when to set appropriate boundaries
- Committed to maintaining personal wellness

## WHAT WE OFFER

Calgary Legal Guidance is proud of our fun, diverse, professional, and energetic workplace culture. We offer a healthy and positive career-life balance that values the contribution of all staff, an on-site gym, weekly in-house yoga classes, health and dental benefits, a group retirement plan, and your birthday day off! We invite all qualified candidates to apply.

Please forward your resume and cover letter as a **single PDF document** by **4:30 PM MT on February 5<sup>th</sup>, 2021** to the attention of **Cameron Ferbey CPA CA, Director of Finance & Operations** via email at [careers@clg.ab.ca](mailto:careers@clg.ab.ca). When emailing your application, please also cc: **Marina Giacomini, Executive Director** at [giacomini@clg.ab.ca](mailto:giacomini@clg.ab.ca).

*We thank all applicants for their interest, however, only those being considered for an interview will be contacted. No phone calls please.*