



Nishnawbe-Aski Legal Services Corporation

TALKING TOGETHER PROGRAM FACILITATOR

Job Description

Title: TTP Facilitator

Dept.: Talking Together Program

Reports to: TTP Manager

JD #: TTP 0002

Approved:

REVIEWED: January 25, 2021

Summary

Talking Together is funded by the Ministry of Children Community and Social Services. The purpose of the program is to utilize a traditional/alternative justice approach to resolving child welfare/family matters in order to avoid unnecessary and potentially damaging litigation. The process used is the Circle in order to empower families to arrive at acceptable resolutions to matters. Circles are arranged and conducted by a Talking Together Facilitator.

Core Competencies:

- Ability to speak the language and knowledge of culture an asset.
- Experience and knowledge of the legal system is an asset.

Job Duties

The duties, responsibilities and obligations of the Talking Together Facilitator are the following:

- To complete training in the facilitation of Talking Circles;
- To receive referrals and confirm with the Talking Together Manager;
- To open files for each referral and keep them up to date including the database;
- To report to the Talking Together Manager/Talking Together Assistant on a daily basis;
- To inform family and children twelve or over regarding the sharing of information;
- To organize the Talking Circles including the briefing of all participants about the Circle process and what will be expected of them;
- To prepare family, extended family and children twelve or over who attend the Circle;
- To facilitate the Talking Circles including drafting of final agreements arising from the Circles and providing them to the clients, Talking Together Manager, and the Child Welfare agency;
- To provide follow up to ensure that the agreements are adhered to and reconvene the Talking Circle if required;
- To provide follow up reports and final reports once agreements are completed, to the client, Talking Together Manager and Child Welfare agency;
- To contribute to the evaluation process under the direction of the Talking Together Manager;

- To liaise with the community initially to determine needs and wishes and educate them about the process and on an ongoing basis to keep them informed about the project;
- To liaise with Elders, frontline workers and Chief and Council as needed to garner support for the project and individual Talking Together Circles;
- Attend court as needed to obtain referrals or report on the progress of matters as required;
- To prepare and submit all Circle, weekly, and quarterly reports in a timely manner;
- To pursue an integration of services with other NALSC programs and staff;
- To consult with NALSC staff lawyers or the Talking Together Manager as needed for issues requiring legal advice or direction.

Requirements

- This position requires at a minimum a secondary school diploma with related work experience.
- It is preferred that the TTF hold a post-secondary degree or diploma in social work, child and family worker program, mental health or related fields

Reporting

- The Talking Together Facilitator is responsible to the Talking Together Manager for day-to-day activities and to the Executive Director for overall work performance. Candidate must adhere to confidentiality as outlined in the Corporation policy and protocols.

Meetings, Training and Outreach

- Attend all meetings, telephone and video conferences, committees, as directed.
- Attend professional development, training, workshops, education, as directed.
- Develop positive relationships with justice providers, defense counsel, police authorities, community leadership, duty counsel, crown attorneys, probation, parole and more. Keep program coordinator, supervisor, manager, or director apprised.

File maintenance

- Ensure all paper and electronic files are maintained up-to-date.
- Follow directives, guidelines, and policies for records management and file keeping policies.

Additional Duties and Responsibilities

- Complete all additional responsibilities and duties as assigned.
- Other duties as assigned.

SALARY RANGE

Pursuant to current wage grid.