



Employment Opportunity

Position: Assistant Program Coordinator – Cultural Liaison

Position Details: Permanent Full Time, Unionized - In scope

Compensation: \$22.01 - \$23.79

of Positions: 2

Position Locations: Saskatoon and Moose Jaw

Application Process: Please email resume and cover letter to hr@sk.johnhoward.ca

Apply By: 11:59pm on March 6, 2023

Job Summary:

Under the supervision of the Program Manager or designate, the Assistant Program Coordinator will provide support through Indigenous led culturally based practices and protocols to program clients, while offering support in program operations.

Responsibilities:

Assistant Program Coordinator - Cultural Liaison duties include the following:

- Support program operations.
- Facilitate Indigenous activities and holistic practices.
- Lead Indigenous engagement, networking, and participation in community events.
- Provide knowledge and guidance to staff on proper protocols, medicines, and Indigenous practices.
- Assist in developing and carrying out Indigenous-based outcomes for those impacted by the justice system and trauma using a restorative justice lens
- Make referrals to other professionals, Elders, and Knowledge Keepers.
- Advocate on behalf of clients.
- Partner with local agencies to develop responsive supports for clients.

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- Model and encourage independent problem solving and decision-making skills.
- Provide such administrative tasks, reports, records, statistics, and budget information as required by the program.
- Provide on call and staff scheduling support as needed.
- Perform other duties as assigned and needed.
- Maintain confidentiality of clients.

Qualifications:

- Preference given to Indigenous peoples.
- Experience in facilitating, coordinating and leading Indigenous practices and protocols.
- Bachelor's degree in a relevant field and/or a minimum of 2+ years of practical experience working with individuals impacted by socio-economic issues including homelessness, trauma, addiction, mental health, poverty, and involvement with the justice system.
- Computer skills with emphasis on Microsoft Office 365 (Outlook, Word, Excel)
- First Aid, ASIST, and Non-violent Crisis Intervention training is considered an asset
- Valid Driver's License.

Job Knowledge:

- Working knowledge of the mission, vision and values of the organization.
- Working knowledge of the characteristics of disadvantaged people.
- Working knowledge of restorative justice and harm reduction practices.
- An understanding and commitment to the Truth and Reconciliation Commission Calls to Action.

Skills:

- Excellent communication, organizational, interpersonal, and time management skills.
- Exceptional writing and case management skills.
- Strong verbal skills and the ability to communicate professionally.
- Resourceful, flexible, and well organized.
- Professional, responsive, and a positive attitude.
- Ability to make sound, timely, and accurate judgments while navigating a crisis.

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- Ability to work independently.
- Must maintain a positive relationship with clients, JHSS employees, businesses, and government agencies.
- Demonstrate empathy for those impacted by the criminal justice system.

JHSS appreciates the effort of all applicants who apply for this role, however only those selected for an interview will be contacted.

ADDITIONAL INFORMATION:

The above statements reflect general details considered necessary to describe the principal functions of the job and shall not be construed as the detailed description of all work assignments that may be inherent to the position. Requires flexibility and ability to work varying shifts.

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