



# Métis Court Worker

## Description

**MANITOBA MÉTIS FEDERATION**

**MÉTIS COURT WORKER**

**December 13, 2024**

**Posting #24-06-006**

The Manitoba Métis Federation (MMF) is the democratically elected National Government of the Red River Métis, also known as the Manitoba Métis. The Red River Métis are a distinct Indigenous Nation and People, and Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill **one full-time Métis Court Worker** position within our **Métis Justice Institute Department** located at 200 Main Street in **Winnipeg, MB**. The Métis Court Worker will be responsible to advocate and assist Red River Métis Citizens involved in the criminal justice process to obtain fair, just, equitable and culturally sensitive treatment.

## Duties

### **Job Duties/Competencies:**

- Conduct client intake assessments and interviews documenting information for court pleas and sentencing;

## Closing Date

February 11, 2025

## Categories

Education, Law and Social, Community and Government Services

## Employer

Manitoba Metis Federation

## Location

Downtown

## Address

200 Main Street  
Winnipeg, R3C 1A8

## Job Type

Full-time

## Education Level

College

- Access and interpret court documented information for clients to assist and prepare for court proceedings;
- Assist in preparing sentence applications, reviews, and bail applications;
- Provide in court support to clients ensuring all documents are organized and forwarding to appropriate channels;
- Provide court officials with background information on clients' circumstances and community resources available;
- Prepares and complete written correspondence/reports, including daily and monthly statistical reports, monthly narrative reports and other forms, requisitions as required and/or requested;
- Provide clients with information on the nature of charges, their rights, and responsibilities in regard to court procedures;

## **Qualification**

### ***Skills and Qualifications:***

- Community College diploma, University degree or equivalent in Social Services and/or a minimum of 4 years work in a social or justice services environment;
- Knowledge of the structure and procedures of justice systems and their functions, including Canadian criminal procedure, Criminal Code of Canada, and related court decisions regarding Indigenous persons;
- Ability to work flex hours, evenings and/or weekends;
- Strong organizational, interpersonal and time management skills;
- Experience working for a not-for-profit organization and Indigenous community is an asset;
- Clear Child Abuse Registry Check, Adult Abuse Registry Check, and Criminal Record Check required;
- Knowledge of Red River Métis culture, MMF programs and services is a definite asset; and,
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.