



Métis Court Worker

Description

MANITOBA MÉTIS FEDERATION

MÉTIS COURT WORKER

February 14, 2025

Posting #24-06-006 (REPOSTED)

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

April 15, 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.