



# Cowessess First Nation #73

## Employment Opportunity

Cowessess First Nation is now accepting resumes for the following position:

POSITION: **Director of Justice**  
CLASSIFICATION: **Permanent Full-Time**

### JOB SUMMARY:

The Director of Justice will be under the supervision of and reports to the Executive Director with overall accountability to the Chief & Council. The Director shall be responsible for restorative justice programming as well as overseeing the Peacekeepers, the Fine Option Program, the Alternative Measures program and animal control bylaws. He/or she will be responsible for the overall administration and operations of the Justice Department.

### QUALIFICATION:

- Must possess Certification in the Justice Field and/or two (2) years of practical experience;
- An ability to promote the values and virtues of living an active and healthy lifestyle;
- Must have the ability to develop and implement a restorative justice plan;
- Capacity to form working relationships both internally and externally with co-workers, community members, various community groups and organizational partners.
- Demonstrated leadership and skills in facilitation; Self-motivated, high energy and positive attitude;
- Excellent oral and written communication skills with knowledge of MS Office and Excel;
- Ability to provide proposal writing, report writing, program budgeting and procurement;
- Possess sound reporting structures in presenting written reports to Chief & Council and appropriate agencies;
- Must have the ability to handle multiple tasks and work with minimum supervision;
- Demonstrated capacity for both teamwork and self-direction.
- Excellent time management skills including work and event scheduling, training, and identifying resource requirements;
- The willingness to work flexible hours as directed;
- Must have sound knowledge of how a First Nation is administrated and operated;
- The ability to maintain strict confidentiality;
- Must possess own transportation and a valid driver's license.
- First aid certificate and CPR Certificate preferred or willing to obtain one;
- Must submit *Criminal Record Check (Vulnerable Sector Check)* with resume.

**Salary and Benefits are Negotiable.** Please **FORWARD** resumes with *three (3) written REFERENCES* to the following:

Human Resource Department  
Cowessess First Nation  
P.O. Box 100  
Cowessess, Saskatchewan S0G 5L0  
Tel: (306) 696-2520/Fax: (306) 696-2767  
[ava.acoose@cowessessfn.com](mailto:ava.acoose@cowessessfn.com)

**DEADLINE** for resumes shall be **NO LATER** than **12 p.m. August 23, 2019**  
**Only candidates selected for interview will be contacted.**