



## JOB DESCRIPTION

**Position Title:** Inuit Family Court Worker

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|-----------------------------|----------------------|
| Program/Division/Department | Justice              |
| Reports to:                 | Director, Operations |
| Version Date:               | August 2026          |

### Position summary:

The Inuit Family Court Worker is responsible for providing support to Inuit residing in Manitoba who are navigating the provincial judicial and family court systems. Reporting to the Director, Operations, the Inuit Family Court Worker is responsible for providing culturally guided approaches that uplift healing, dignity, and community well-being. The position provides direct client support, advocacy, education, and court processes. The position plays a vital role in helping clients understand their rights, navigate court proceedings, and access appropriate resources while upholding Inuit Qaujimajatuqangit (IQ) values and ensuring culturally respectful support.

### Key Responsibilities:

- Meet with clients to assess needs and prepare for court activities.
- Provide information, emotional support, referrals, and guidance through family court processes.
- Connect clients with documentation, forms, and administrative requirements.
- Compile and prepare information for legal representatives and court hearings.
- Help clients overcome communication barriers, including providing explanations or speaking on their behalf where appropriate.
- Facilitate court orientation, court accompaniment, and assist with testimonial aids or special support needs.
- Maintain accurate case notes, reports, and administrative documentation.
- Travel to northern or remote communities as required.
- Perform additional duties as required.

### Community Engagement and Program Participation

- Participate in community outreach, engagement activities, workshops, and special events.
- Assist with planning and implementation of community-based initiatives related to housing, wellness, and homelessness prevention.
- Represent IAM at meetings, forums, and events as requested.

### Administration and Reporting

- Complete monthly reports, statistics, and program documentation required by funders and IAM.



- Participate in program evaluation, data collection, and reporting activities.
- Maintain confidentiality and ensure compliance with organizational policies and funding requirements.

### Organizational Support

- Provide support to other IAM programs and organizational activities when requested by management.
- Perform other related duties consistent with the position and organizational objectives.

### Confidentiality and Professional Conduct

- Maintain strict confidentiality regarding client, organizational, and program information.
- Adhere to Inuit Qaujimajatuqangit (IQ) principles, IAM policies, workplace standards, and professional ethics.

### Qualifications:

#### High School Diploma

Post-secondary education in social services, justice, or related fields preferred.

An equivalent combination of education, training, lived experience, and cultural knowledge will be considered

### Knowledge, Skills and Abilities

- Knowledge of the social, judicial, or correctional systems required.
- Strong organizational skills and ability to meet deadlines.
- Ability to travel for work, meetings and training.
- Comfortable entering correctional or justice-related facilities.
- Proficiency with Microsoft Office applications.

### Assets

- Experience working with youth or adults in support, advocacy, or intervention roles.
- Experience working in Indigenous or Inuit community-based programs.
- Knowledge of culturally responsive or land-based learning approaches.
- Ability to speak or understand Inuktitut or Inuinnaqtun.

### Required Certifications & Clearances

- Valid First Aid and CPR certification (or willingness to obtain)
- Criminal Record Check with Vulnerable Sector Search
- Child Abuse Registry Check



## Languages

- Fluency in English is required.
- Fluency in Inuktitut is an asset.
- Fluency in French is an asset.

## Working Conditions

- Full time position based in Manitoba within the organization's primary location; with travel to Inuit communities and partner organizations as required.
- Work may involve exposure to emotionally sensitive subject matter.

