

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Native Inmate Liaison Officer (NILO)

PURPOSE OF THE POSITION

Matawa First Nations Management and The Ministry of the Solicitor General are seeking applicants for Native Inmate Liaison Officers (NILO Program) for the Thunder Bay Correctional Centre and the Thunder Bay Jail. The NILO Program seeks to address the unique needs of Indigenous clients within the “healing continuum” through support and services that promote healthy functioning with all aspects of their lives and their communities.

SCOPE

The Native Inmate Liaison Officer (NILO) Program aims to deliver and provide necessary cultural and spiritual resources to assist Indigenous clients while in custody in their successful reintegration into the community by providing culturally relevant programs, services and activities aimed at promoting Indigenous healing and wellness. The Native Inmate Liaison Officer Program will address the unique needs of Indigenous clients within the “healing continuum” through support and services that promote healthy functioning with all aspects of their lives and their communities.

RESPONSIBILITIES

The Native Inmate Liaison Officers will provide services exclusively to Clients of the Ministry of the Solicitor General.

The Native Inmate Liaison Officer (NILO) will:

Provide support, assistance, and rehabilitative care to Indigenous clients by offering cultural counselling and follow-up services including community resource information as well as referral and liaison services.

Provide the necessary cultural and spiritual resources are required to deliver healing and wellness activities such as e.g., sweat lodge ceremonies, healing circles, smudging, drumming, and other resource people as well as gathering and supplying the traditional ceremonial medicines and / or approved medicines for client use.

Provide liaison services between Indigenous clients and the community to ensure access to resources aimed at meeting their educational, employment, housing, health, or other identified needs.

Provide opportunities for institution staff to increase their understanding of Indigenous culture.

Provide support to institutional staff and external partners to assist clients in accessing services within the institution and supporting their reintegration plans upon release

Plan, organize and facilitate Indigenous Programs and activities on a regular basis, providing an itinerary of events as requested by the institution.

Provide Indigenous cultural programming and facilitate Ministry of the Solicitor General Indigenous core programs.

Interview all Indigenous clients upon admission to inform them of programs and services available.

Complete a NILO Programming Intake form on all offenders, record all Client contact information on the NILO Client Contact sheet and submit monthly statistics on the NILO Statistics form. Provide names of offenders involved in the program(s) including smudging activities to ensure staff are aware of participants.

Attend and participate in meetings at the institution such as Staff meetings, Case Conferences, Program committee meetings, Temporary Absence Committee meetings, Parole Board Circle Hearing and other meetings as requested.

Act as a resource to the Parole Board if requested with respect to Indigenous programming, cultural and spiritual issues.

Assist Indigenous clients with the development and verification of Temporary Absence plans for work, education, or treatment etc.

Act as a liaison between clients and staff/community groups/Probation and Parole services, and Spiritual Teachers, Indigenous Community Corrections workers, and other service providers.

Develop, coordinate, and maintain regular cultural programs and cultural, social, and spiritual activities that focus on positive personal growth.

Assist Corrections staff in developing an awareness of the Indigenous Culture by providing training sessions to staff as per request by the institution.

Facilitate communication between Indigenous clients, their families (when permissible), institutional staff, and other agencies.

Encourage the active participation of volunteers and others in the activities/programs at the institution.

Actively establish community involvement to assist the Client in positive healing.

In consultation, assist the discharge planners and social workers with the development of discharge plans for Indigenous clients.

Prepare and submit monthly reports and statistics pertaining to programs, activities and clients to the Superintendent or designate and agency Executive Director as required.

Provide offender counselling and assistance to Indigenous clients who wish to practice traditional ways (i.e., seasonal feasts, sweet grass ceremonies, sweat lodge ceremonies, spiritual guidance), and attend interfaith meetings within the institution where applicable and coordinate activities with Chaplain Services.

Provide or coordinate translation and interpretation services as required.

Actively seek cultural training for professional development.

Participate in any training activities/programs as recommended by the Ministry/Institution.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- 5+ years of experience working with vulnerable and/or Indigenous peoples;
- Post-secondary education in the related fields: Social Service Work, Social Work, Addictions Counselling, Law and Security, and or Policing;
- Understanding of Indigenous values, cultural programming, and perspectives;
- Understanding of lived experience of the clients being served and Justice Impacted Population;
- Knowledge and awareness of mental health supports, treatment organizations, justice organizations and First Nations located within the region;
- Knowledge of Ontario's Justice and Correctional system;
- Knowledge and understanding of community re-integrated and release pathways;
- Ability to work under pressure and adapt to changing/ stressful environment.

Skills

The incumbent must demonstrate the following skills:

- Positive attitude and capacity to act as a healthy lifestyle role model;
- Ability to work with multiple people at different levels within a large institution and in the community;
- Decision making skills;
- Effective verbal and listening communications skills;
- Effective written communications skills;
- High confidentiality standards and ability to exercise sound judgment;
- Stress management skills;
- Time management skills.

Personal Attributes

The incumbent must also demonstrate the following personal attributes:

- Be honest and trustworthy;
- Respectful attitude to those incarcerated;
- Possess cultural awareness and sensitivity;
- Be flexible;
- Demonstrate sound work ethics.

Other Requirements

- Must hold a valid Ontario's Driver's License and hold a clean drivers abstract
- Must submit a clean and acceptable Vulnerable Sectors Check

WORKING CONDITIONS

Physical Demands

The NILO may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The NILO may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The facilities in which the NILO may work in may be a busy. The NILO may have to manage several tasks at a time and may be interrupted at times. The NILO may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands include the use of the computer, which may cause eyestrain and occasional headaches. The facilities in which the NILO will work in may be noisy and busy, making it difficult for the NILO to concentrate.

Mental Demands

The NILO will have to manage several requests and situations at one time. Stress may be caused by the need to complete tasks within tight timeframes and deadlines. They may have to complete a number of tasks and responsibilities at one time and must be prepared to deal with emergencies and stressful situations at any time

CERTIFICATION

 Employee Signature	 Supervisor's Title
 Printed Name Date	 Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
  APR - 8 2026	
Chief Executive Officer's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.