



# AETS

**Anishinabek Employment  
and Training Services**

**Your path. Our ways.**

Serving the First Nation Citizens of: Animbiigoo Zaagi'igan Anishinabek, Biigtigong Nishnaabeg, Biinjitiwaabik Zaaging Anishinabek, Bingwi Neyaashi Anishinabek, Kiashe Zaaging Anishinabek, Michipicoten First Nation, Pays Plat First Nation, Netmizaaggaming Nishnaabeg, and Red Rock Indian Band.

**Access to Justice Bundle Program  
Justice Support Liaison Coordinator – Thunder Bay, Ontario  
(1 Full-Time Contract Position – until March 31, 2027)**

You are committed to strengthening community wellness and supporting First Nation citizens in navigating systems that impact their lives. You understand the importance of culturally grounded approaches and believe in restorative pathways that support healing, accountability, and meaningful reintegration. You demonstrate professionalism, discretion, and strong client service skills while building respectful relationships with community partners.

Under the direction of the Operations Manager, the coordinator will provide operational leadership and direct client support related to justice navigation, preventative education, and restorative programming. The role includes, but is not limited to, working with staff, Elders, Knowledge Keepers, schools, justice partners, correctional institutions, and community organizations to:

- Develop, coordinate, and deliver justice-focused preventative workshops (minimum twelve annually) for AETS clients and community members.
- Provide one-on-one reactive interventions to individuals involved in the justice system, including onboarding clients from correctional facilities and remand centres.
- Coordinate and support restorative justice programming, including land-based and culturally grounded healing initiatives in collaboration with community partners.
- Establish and maintain partnerships with schools, police services, and other justice-sector stakeholders.
- Support proactive school-based programming to enhance youth awareness of legal systems, rights, and responsibilities.
- Assist clients in obtaining government documentation and navigating justice-related processes and services.
- Maintain accurate and timely case management records using the AETS Superior Database, ensuring all client interactions, service interventions, and outcomes are documented in accordance with organizational standards.
- Prepare and submit required monthly statistical and narrative reports for internal leadership and presentation to the AETS Board of Directors.
- Complete all required contribution agreement and funder reports, ensuring compliance with reporting deadlines and performance measurement frameworks.
- Monitor allocated program budgets and ensure expenditures align with approved funding parameters.
- Participate in annual planning sessions and contribute to performance measurement aligned with AETS' Strategic Plan.
- Other duties as required

**Qualifications:**

Post-Secondary Diploma/Degree in Social Work, Justice Studies, Criminology, Indigenous Studies, Social Sciences, or related discipline. Minimum three (3) years' experience in community-based program delivery, justice services, case management, or related human services field; a combination of education and experience will be considered.

Demonstrated understanding of the criminal justice system and restorative justice approaches. Experience working with First Nation clients and Indigenous communities. Knowledge of culturally grounded healing practices and trauma-informed approaches is considered an asset. Strong working knowledge of Microsoft Office and data management systems.

Must possess a valid Class G Driver's Licence and willingness to travel within the AETS catchment area. A Criminal Record Check is mandatory upon hire.

Interested candidates are invited to submit a cover letter including a salary range, resume and the names of three references via [aets@aets.org](mailto:aets@aets.org) to:

Recruitment Committee  
c/o Anishinabek Employment and Training Services  
523 Algoma Street, Thunder Bay, P7A 5C2

**POSITION POSTED UNTIL FILLED.**

First Nation Citizens of the AETS nine member participating communities are encouraged to apply. Applicants are asked to identify the First Nation Community in the requested cover letter.

We appreciate your interest; however, only those interviewed will be notified.