



**African Nova Scotian Justice Institute (ANSJI) is accepting applications for two Justice Navigator positions in: Halifax Regional Municipality**

**GENERAL JOB SUMMARY:**

A justice navigator is a person who assists individuals in navigating through the justice system. This position will support people who are involved with the law or courts, as well as those facing socio-economic, family conflict, crisis intervention support, mental health, and addiction concerns that may lead to justice system involvement. The Navigator's role encompasses both prevention and mitigation in areas such as criminal law, family and child welfare, mental health, addictions, social justice issues and addressing factors linked to contact with the justice system. The navigator will provide advocacy when needed and engage in legal and social reform at a community level.

They play a crucial role in ensuring that individuals have access to justice and can effectively navigate the complex legal system, the Justice Navigator will work with and support the needs of the ANSJI criminal justice legal pillar as well as the ANSJI family and child welfare pillar.

**Reporting Structure:** The Justice Navigators will report directly to the Director of Community Engagement & Justice Initiatives.

**ANSJI Mandate:**

To address issues of systemic racism in the justice system that negatively impact persons of African descent while ensuring fair, legal, and constitutional treatment of all Black people in Nova Scotia.

**ANSJI Vision:**

To create programs and services that adequately address institutional racism faced by persons of African descent and their families when dealing with human rights complaints, the justice system, all forms of law enforcement and incarceration. The ANSJI will be a place all Black people in Nova Scotia can turn to when seeking legal advice, guidance, and advocacy. Government, non-governmental organizations, academic institutions, and community groups will look to the ANSJI as a leader in legal research, advocacy and education on justice issues affecting Black Communities.

**Key Responsibilities**

**Skills, Qualifications and Experience:**

**Historical Knowledge and Understanding:**

- Demonstrated knowledge and understanding of the history, contributions, and challenges of



African Nova Scotians as a distinct people in Nova Scotia. Especially as it relates to the lived experiences of those individuals residing in Halifax Regional Municipality.

- Demonstrated knowledge and understanding of the history, contributions, and challenges faced by persons of African descent in Nova Scotia. Especially as it relates to the lived Halifax Regional Municipality.
- Demonstrated ability to work in urban and rural settings with communities of African descent in Nova Scotia.
- Demonstrated knowledge and understanding of the historical, and current issues faced by persons of African descent in the justice system.

### **Technical Knowledge**

- Demonstrated lived or employment experience with mental health, addictions, and family related conflict as it relates to African Nova Scotians/persons of African descent.
- Demonstrated lived or employment experience related to the challenges and barriers faced by African Nova Scotian youth/youth of African Descent who are “at-risk” (Education, addiction, mental health, family fragmentation, conflict, police involvement).
- Demonstrated lived or employment experience in relation to understanding of the criminal justice system including but not limited to the Police, the Court, the Crown, the Defense, Probation, Corrections, and the community service providers who interface with those services.
- Demonstrated lived or employment experience related to community resources, organizations, and groups working to support African Nova Scotian/African Descent communities as it relates to navigating the justice system.
- Demonstrated lived or employment experience with community organizations to identify and build networks and referral processes to support individuals with basic and or complex needs.
- Demonstrated lived or employment experience in relation to restorative justice approaches as it relates to persons of African descent in Nova Scotia.
- Demonstrated lived or employment experience working with communities experiencing lower socio-economic status.
- Working knowledge of community-based programs, support, and services.
- Working knowledge of the following: Trauma informed approach, and harm reduction.
- Working knowledge of the following: Child & Family Services Act, Youth criminal Justice System, Child welfare System, Criminal Justice System

### **Typical Duties**

All facets of this position require the individual to always adhere to strict confidentiality.

- Case management with complex and challenging files.
- Public education and presentations to community, government, and organizations.



- Triage and navigation with clients navigating the justice system.
- Assist clients with document review and filling out forms.
- Enhance and develop knowledge of applicable community support.
- Working with clients, and justice system actors inside the Nova Scotia courts regularly.
- Working frequently and consistently in the community with clients.
- Administration of the ANSJI IRCA Bail tool.
- Direct advocacy and social justice work on behalf of individuals and or communities on a variety of issues.

### **Qualifications and Skills**

- Completion of a college or university program in social work, law, health, child and youth, or other related social science related disciplines is considered an asset.
- 3 years employment or volunteer related experience in a social service/community environment working with African Nova Scotian communities/Communities of African Descent and their families in a culturally diverse and or low-income communities.
- Class 5 driver's license and or access to reliable transportation.
- Ability to take direction and work effectively in a team environment.
- Experience with program implementation and administration.
- Ability to maintain a high level of confidentiality.
- Ideally, the candidate is from the local community.
- Excellent organizational, written, and verbal communication skills.
- Excellent knowledge of Microsoft Office and related programs.

### **Working Environment**

- Fast paced, high stress work environment, that will require you to be physically present in the courts, and in the community.
- The necessary technology to fulfil employment duties will be provided.

### **Criminal Record and Vulnerable Sector Check**

Successful applicants are required to provide a Criminal Record Check (including Vulnerable Sector Search) before starting employment. While it is mandatory to submit a criminal record check, possessing a criminal record does not automatically eliminate you from being selected as the successful candidate.

Given the specific requirements of the job, certain criminal records may be deemed unsuitable for consideration as part of the selection process for the successful candidate.



## Compensation & Terms of Employment

The ANSJI Justice Navigator role is up to a two-year full time contract position ending on March 31, 2026. The salary range for this position is set at \$65,000-\$75,000 per annum.

**Hours of Work:** Hours of work are typically Monday to Friday 8:30-4:30pm (flexibility on start and end times) but some evening and weekend work may be required. ANSJI operates within a traditional work environment and anticipates that a significant portion of the work will be conducted within the community.

**Holidays:** Holiday pay is paid to all full-time and part-time employees in accordance with the Nova Scotia Labor Standards Code. ANSJI observes the following holidays:

- Salaried Workers: New Year's Day, Heritage Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday in August (Natal Day), Labor Day, Thanksgiving Day, Remembrance Day, Christmas Eve, Christmas Day and Boxing Day.
- All other days that may be considered holiday will need prior approval of the Executive Director.

**Vacation:** The Employee will be granted fifteen (15) days of vacation per annum and will be taken at agreed upon times by the Employee and Employer. Additionally, there are two designated "shut down" periods one in the summer and one in the winter months during which you will have time off. The Employee will be notified of these shut down periods in advance.

**Probation Period:** Successful candidates will undergo a 3-month probationary period to assess performance and suitability for continued employment.

**Start date:** To be determined by the Executive Director.

**Pension:** Upon completion of the mandatory probationary period, the employee will be permitted to join ANSJI RRSP pension matching program if interested, but this is not mandatory

**Benefits:** The Employee will be eligible to enroll in the ANSJI benefits program after successfully completing the probationary period. The benefits are mandatory unless waived by the insurance company if the Employee has comparable coverage.

We invite all applicants to submit a completed application consisting of a resume/CV and cover letter. Please submit your expression of interest to the ANSJI Operations Manager, Sarah Upshaw, at [sarah.upshaw@ansji.ca](mailto:sarah.upshaw@ansji.ca) subject line: *Justice Navigator HRM*, no later than Midnight on May 3, 2024.