

## **Gladue Report Mentor and Writer Contract**

### **Who We Are**

The Legal Services Society (LSS) is the provincial legal aid provider in British Columbia. As a non-profit organization, our goal is to provide legal information, advice, and representation services to people with low incomes in BC. We assist some of BC's most vulnerable and marginalized citizens: those who do not have the financial, educational, social or health resources to effectively access the justice system when their families, freedom, or safety are at risk.

### **The Opportunity**

As the Gladue Report Mentor and Writer, you will have the primary responsibility for the oversight of the LSS Gladue Report Writers mentorship program, which includes mentoring of Gladue report writers on the LSS roster.

Preference will be given to applicants of Indigenous ancestry who meet the requirements for the position.

### **As a Gladue Report Mentor and Writer, you will:**

- Develop and coordinate the Gladue Report Writers mentorship program;
- Participate in the development of quality assurance measures and identification of training needs of Gladue Report Writers on the LSS roster;
- Provide guidance and mentorship to assigned Gladue report writers for interviews including, preparing a report plan prior to interviewing, and assistance with a trauma informed approach to interviewing;
- Guide assigned Gladue report writers to appropriate resources and advise on arranging treatment options such as therapeutic trauma counselling;
- Answer any questions assigned Gladue report writers may have regarding process, scheduling, interview locations, legal review and provide general recommendations;
- Offer common sense and strategic insights into writing Gladue reports and offer knowledge to fill in gaps for assigned Gladue report writers;
- Provide a report to Indigenous Services regarding progress made with each Gladue report writer assigned;
- Participate in the evaluation of assigned Gladue report writers' performance for probation; and
- Author up to three Gladue reports a month.

**Basic requirements**

- A minimum of five (5) years experience writing Gladue Reports;
- Significant knowledge of the law pertaining to Gladue rights;
- Detailed knowledge of the required content of Gladue reports including proper composition, structure, referencing and presentation of reports;
- Significant knowledge of the principles and purposes of restorative justice;
- Active involvement in Gladue related work including access to justice for Indigenous peoples;
- Understanding of the structure and function of Canadian criminal courts, including bail, trial and sentencing processes;
- Or an equivalent combination of education and experience.

**Knowledge, Skills and Abilities:**

- Familiar with the structure and history of Indigenous communities within British Columbia;
- Knowledge of Indigenous cultures as well as Indigenous community groups and agencies;
- Knowledge of Indigenous laws, concepts of justice and healing;
- Knowledge of current and historic issues affecting Indigenous communities;
- Knowledge of alternative measures, mediation and diversion practices;
- Ability to communicate and relate to Indigenous people and their communities, with sensitivity to cultural and Tribal/Nation differences;
- Excellent oral and written communication, and interpersonal skills with the ability to produce concise, clear reports and correspondence;
- Ability to present information in concise, understandable language specific to the audience;
- Ability to diffuse conflict situations by utilizing effective conflict resolution skills;
- Excellent computer skills coupled with a good understanding of the use of new technologies within a dynamic work environment;
- Experience with Windows and an intermediate level of knowledge of MS Word; and
- Familiarity with Outlook and email for communication and scheduling.

## **Compensation**

Starting as soon as possible, the Gladue Report Mentor and Writer will work a full time (35 hours a week) term contract for 12 months. Remuneration will be \$70,000 - \$80,000 per annum (salary commensurate with experience). The salary includes 30 days personal annual leave for vacation, or illness.

The Gladue Report Mentor and Writer will be responsible for providing their own workspace. LSS will provide an orientation at LSS Head Office in Vancouver, some administrative support and some business equipment including a laptop.

**Closing Date for Applications:** Open until filled.

We would like to thank all applicants for their interest, but regret that only those who are shortlisted will be contacted. To apply, please send your resume and cover letter outlining qualifications to:

### **Carly Teillet**

Gladue Lawyer (On contract)  
Indigenous Services  
Legal Services Society  
400 – 510 Burrard Street  
Vancouver, BC V6C 3A8  
Email: [carly.teillet@lss.bc.ca](mailto:carly.teillet@lss.bc.ca)