



RECEPTIONIST

Office of the Peacemaker



The Receptionist serves as the first point of contact for the Office of the Peacemaker, providing reception, clerical, and administrative support

Key Highlights:

- Full-Time Position
- Greet visitors and responds to public inquiries
- Schedules client appointments and maintains call records
- Manages the main phone line and routes calls appropriately
- Supports office operations including filing, scanning, and taking meeting minutes
- Maintains a professional and confidential reception environment

To Apply:

Email your resume to Jobs@tsuutina.com with "Receptionist - REF#2603-04" in the subject line by March 23, 2026, at 11:59 PM MST

Requirements:

- High School Diploma or GED (CAEC)
- One (1) year of reception or administrative experience
- Strong communication, interpersonal, and documentation skills
- Valid Driver's License, and reliable transportation
- Clear Vulnerable Sector Check, and Criminal Record Check
- Oath of Confidentiality



GLADUE AFTERCARE WORKER

Office of the Peacemaker



The Gladue Aftercare Worker provides case management and reintegration support to Indigenous clients through the Gladue and Peacemaker programs

Key Highlights:

- Full-Time, Fixed-Term Position
- Supports development and implementation of client healing plans
- Assists Clients with reintegration into community and traditional homes
- Provides Gladue-related documentation and court support
- Connects clients with community resources and service providers
- Collaborates with justice partners and court personnel

To Apply:

Email your resume to Jobs@tsuutina.com with “Gladue Aftercare Worker - REF#2603-05” in the subject line by March 23, 2026, at 11:59 PM MST

Requirements:

- Gladue Writing Certificate
- Two (2) years experience in social services or justice-related work
- Knowledge of the Justice System and Gladue principles
- Strong case management, communication, and problem-solving skills
- Valid Driver's License, and reliable transportation
- Clear Vulnerable Sector Check and Criminal Record Check
- Oath of Confidentiality