



Employment Opportunity

Position: Reintegration Specialist

Location: Kenora Campus, Rainy Lake Campus OR Thunder Bay Offices

Start Date: July 2026

Deadline: July 14, 2026

Duration: Full-time, Permanent

Wage: \$43.50 to \$53.16 per hour based on a 35-hour work week, vacation leave, competitive benefits package and registered pension plan included

How to apply: Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor) via one of the following: **Email is preferred.**



Email:

Attn: Human Resources Department
human.resources@7generations.org



Mail:

Attn: Personnel Committee
Seven Generations Education Institute
1452 Idylwild Drive, PO Box 297
Fort Frances, ON, P9A 3M6



Fax:

Attn: Personnel Committee
(807) 274-8761

Please direct any questions regarding this opportunity to Vernon Ogima, Business Development Advisor / Serco Initiatives Lead at vemono@7generations.org

We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request by contacting Human Resources.

Applicants who are members of one of the ten governing communities of SGEI are asked to identify this in their application.



Reintegration Specialist

Job Description

General description

Under the SERCO special project with the Solicitor General (SOLGEN), this position supports the successful reintegration of individuals involved in the criminal justice system by delivering coordinated employment services to clients engaged with Probation and Parole across Northwestern Ontario. Since employment is a key factor in reducing the likelihood of returning to the justice system and supporting long-term stability, this role focuses on helping clients address barriers to employment and achieve meaningful, sustainable work.

The Reintegration Specialist will collaborate closely with Probation and Parole offices in communities such as Thunder Bay, Kenora, Dryden, Marathon, Fort Frances, Geraldton, Sioux Lookout, and Red Lake. Services may be provided on-site or virtually, with frequency determined by each client's needs, readiness, and case plan. Core supports include identifying employment goals, strengthening job-readiness skills, exploring training or education pathways, and connecting clients to local employers and community resources.

A central part of the role involves maintaining regular communication and coordinated case management with Probation and Parole Officers to ensure alignment with rehabilitation and reintegration goals. Through this integrated service model, the position enhances SOLGEN's efforts to improve outcomes for justice-involved individuals and expand access to employment opportunities within the community.

Qualifications and skills requirements

1. Minimum 2-year diploma or degree in Social Work, Human Services, Career Development, Employment Counseling, Criminology, or a related field.
2. Minimum 2 years of experience working with justice-involved individuals, vulnerable populations, or individuals facing barriers to employment.
3. Experience in employment services, including career counseling, job development, job search support, or case management, is preferred.
4. Knowledge of labour market trends, employer expectations, and local employment opportunities within Northwestern Ontario, is preferred.
5. Understanding of Probation & Parole processes, community reintegration, and trauma-informed or culturally safe practices.
6. An equivalent combination of education and relevant experience may be considered.
7. Proficiency in Microsoft Office (Word, Excel, Outlook, Teams) and experience using data management systems for tracking, analysis, and reporting.
8. Knowledge of Anishinaabe culture, language, and community protocols is a strong asset.
9. Demonstrated commitment to culturally responsive, community-driven service delivery.



10. Strong case management abilities, including assessment, goal-setting, documentation, and progress monitoring.
11. Excellent communication and interpersonal skills, with the ability to build rapport and maintain professional boundaries.
12. Ability to collaborate effectively with Probation & Parole Officers, community partners, and internal stakeholders.
13. Skilled in employer engagement to support job matching and placement opportunities.
14. Strong organizational and time-management skills, including maintaining accurate documentation and meeting deadlines.
15. Competence in virtual service delivery, including video meetings, digital case notes, and online employment tools.
16. Effective problem-solving and crisis-management skills, with the ability to adapt support strategies to individual needs.

Supervisor: Business Development Advisor / Serco Initiatives Lead

Job duties/responsibilities

1. Support clients in developing job skills and overall employment readiness.
2. Provide post-release employment support, including referrals to additional services in coordination with their P&P Officer.
3. Develop and implement individualized Employment Action Plans (EAPs).
4. Connect clients to the Training for Employment team to develop individual plans for career planning.
5. Coordinate program planning to assist with résumé writing, job search strategies, and interview preparation.
6. Connect clients with potential employers when appropriate.
7. Offer job retention support and follow-up services post-placement.
8. Coordinate access to training, certifications, and other skill-building opportunities.
9. Conduct on-site meetings as scheduled with Seven Generations Education Institute and local P&P officers.
10. Track and report monthly participation data to SOLGEN as required.
11. Provide in-depth case management through consistent on-site service delivery.
12. Facilitate job placement opportunities aligned with each client's employment goals.
13. Collaborate with complementary community or institutional services to avoid duplication and improve access to supports.
14. Meet regularly with P&P, SOLGEN, and Serco teams to review progress and adapt services throughout the project.
15. Identify, assess, and mitigate risks related to client safety, program delivery, and community reintegration, using appropriate risk-management protocols and collaborating with P&P Officers as required.
16. Conduct regular monitoring and evaluation of program effectiveness, including tracking through EAP documentation, case notes, and required SOLGEN templates.



17. Participate in scheduled meetings with SOLGEN, Serco, and Seven Generations Education Institute to review progress and ensure quality standards are maintained.
18. Collect feedback from participants and stakeholders to support continuous improvement, using routine documentation practices or SOLGEN-developed templates.

Relationships:

Internal

1. Interact with employees at Seven Generations Education Institute.
2. Work closely with employees in a variety of departments to support project as required.
3. Provide reports to supervisor, and Senior Management team as required.

External

1. Work with community organizations and partners
2. Engage with external stakeholders including Probation & Parole Officers, Solicitors General, program partners, and community partners as directed.
3. Attend stakeholder consultations and networking opportunities.
4. Support with reporting requirements.

Working Conditions

1. Work indoors in shared office setting with occasional exposure to moderate levels of noise
2. On rare occasions may be exposed to behaviourally difficult students or members of the public.
3. Normally a seven (7) hour workday, with occasional requirement for overtime.
4. Demanding and sometimes stressful.
5. Occasional lifting of up to 10 lbs required.
6. Regular travel within the region is required.
7. Moderate periods of sitting while in the office, with opportunities to change positions; during travel, this flexibility may be limited.
8. Nature of work requires a high degree of manual dexterity with a moderate requirement for speed.
9. A high degree of concentration is required for moderate periods.

Conditions of Employment

1. Must provide a satisfactory vulnerable sector screening
2. Must possess valid Class 'G' Driver's license and have access to reliable transportation