



Justice Navigator

Request for Expression of Interest for
Community Driven Programming



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Justice Navigator

Request for Expression of Interest for Community Driven Programming

1.0 PROGRAM IDENTIFICATION

Title: Justice Navigator

Location: NWT Communities (three communities outside of Yellowknife)

Program Department: Community Justice and Policing, Department of Justice

2.0 COMMUNITY-BASED JUSTICE NAVIGATOR PROGRAMS

The Department of Justice recognizes Indigenous understandings of justice are rooted in healing, wellness, balance and community, individual and collective wellness. Through the development of the Justice Navigator program, the Department seeks to meaningfully reduce the overrepresentation of Indigenous people in contact with the justice system by expanding justice programs and initiatives that are designed and delivered by Indigenous communities and organizations for Indigenous people.

Much of the current NWT justice system programming for offenders exiting the justice system is court ordered and compliance based. The focus of Justice Navigator Program is to introduce new processes between Justice institutions, Indigenous, community partners and individuals involved with the justice system in the development and use of culturally tailored programming to support Indigenous justice processes that promote rehabilitation, case management, system navigation and healing.

The goal of the Justice Navigator Program will be to establish partnerships with NWT communities to develop and deliver three voluntary client-based system navigation and case management programs to reduce high rates of re-offending and breach of bail conditions for Indigenous persons involved with the justice system in communities outside of Yellowknife.

3.0 INTRODUCTION

The Department of Justice is seeking expressions of interest from community and Indigenous organizations with the experience and interest in developing community-based Justice Navigator positions that will work to formalize system coordination with justice institutions to support indigenous clients involved with the justice system.

4.0 PROGRAM DESCRIPTION

The Community Justice and Policing Division is piloting the Community-based Justice Navigator positions and programming to increase holistic Indigenous, culturally sensitive wrap-around supports and referrals to address the social determinates of justice, factors that amplify indigenous peoples contact with the justice system. Factors may include



people who are indigenous, experience with homelessness, addictions, Child and Family Services (CFS) involvement, sexual exploitation, and organized crime involvement.

Program funding for community-based agencies will be provided to community based and indigenous organization to provide system navigation and case management support to individuals released from the criminal justice system. Programming is referral based and can occur at any stage along the justice continuum prevention, pre-charge, post-charge, post-sentence, and reintegration.

The Justice Navigator Program intervention may occur prior to an individual released from court or from custodial sentences. Corrections Case Managers and Legal Aid Bail Counsel review client eligibility, seek client consent and conduct program referrals to community-based Justice Navigator programs.

The program receives consent to participate and completes an assessment of immediate and long-term needs for client wellness plans. Plans focus on promoting reintegration, stabilization and to further decrease charges, encounters with the courts and incarceration at sentencing. Justice Navigators will work in collaboration with probation services, local Health, and Housing Authorities, and/or Integrated Service Delivery (ISD).

5.0 PROGRAM COMPONENTS

In partnership with the Department and other Justice institutions, program providers will be expected to develop and monitor the following key program components:

- Program and client consent, eligibility screening criteria, feedback and client case management plans.
- Program referral processes, partnerships working relationships with justice sector.
- Program material awareness and information sharing for partners.
- Staffing case management training, client planning and onboarding of Justice Navigators.
- Program transportation, secure confidential office space for Justice Navigators to meet with clients.
- Financial budgets and reporting

6.0 READINESS REQUIREMENTS

Community organizations must demonstrate that they have capacity and resources to develop, implement and maintain community-based Justice Navigator program that will meet the needs of the population it serves. Program providers applying for funding will be requested to demonstrate the following readiness requirements.

- Program providers delivery sites are in located in NWT communities connected to the highway system and outside Yellowknife.



- Program providers demonstrate 3-5 years of experience in program delivery similar to Justice Navigator programming, experience may include outreach and mobile case management support, peer support, client advocacy and navigation, housing, and income assistance.
- Experience delivering programs and services for clients facing multiple barriers and complex needs.
- Clearly defined service delivery model that incorporates the use of existing partnership and community supports.
- Clearly defined staffing and programming capacity.
- Provides transportation (Class 5) to provide support to access housing, income, employment and to support navigating the justice system.
- Program providers are currently working with government departments, RCMP, and criminal justice officials.
- Willingness to onboard using integrated service delivery case management practices and cloud-based reporting systems.
- Capacity to provide reporting requirements, tracking data and is able to relay challenges to the program implementation annually to inform program improvements.

7.0 PROPOSAL INFORMATION

- Description of your organization, community where services are provided, mandate and number of years in operation.
- Description of your organization's experience delivering front line services, case management and/or navigation support and working with partner organizations that intersect with the justice system.
- Identify and describe organizational partnerships and support within the justice system, RCMP, court officials to deliver program.
- Identify and describe organizational partnerships and support within your community, leadership, partners, government departments to deliver program.
- Funding and resources available to support the project development and delivery.
- Staff training experience and capacity to deliver programming.

8.0 BUDGET

Funding for each Navigator position and program budget is \$175,000 annually.

Providers will need to develop an overall budget for the program including:

- Justice Navigator compensation and benefits
- Office space costs
- Financial Bookkeeping
- Facilitation materials required
- Liability insurance
- Program materials /client supports and resources
- Transportation costs



9.0 REQUIRED DOCUMENTS

To submit your expression of interest, please send the following documents:

- Justice Navigator Application Form (Schedule A)
- Proposed Budget
- 2 Reference Letters
- Proof of Insurance
- Confirmation of WSCC Coverage
- Letter of Good Standing from Legal Registries

10.0 PROPOSAL SUBMISSION INFORMATION

Applications to this Expression of Interest must be submitted no later than noon **Friday, January 10, 2025**. Please send applications to:

Community Justice and Policing
Department of Justice
5th Floor Courthouse
P.O. Box 1320
Yellowknife, NT X1A 2L9
Email: cait_ross@gov.nt.ca



SCHEDULE A

Name of Organization:	
Community:	
Main Program Contact:	
Date:	

Organization Background (Please describe your organization's history, mandate, number of years in operation, and how it aligns with the purpose of this EOI)

Organizational Experience (Please describe your organizations experience working with the public, providing front line services, outreach, case management and/or navigation supports)



Partnerships

(Please identify and briefly describe partnerships that your organization has collaborated with in the past and/or continue to work closely with. Please highlight any partnerships/intersections specifically with the justice system.)

Empty response area for Partnerships.

Front line Service Provision

(Please describe your organization’s front line work experience and/or training in trauma informed service provision with people who are experiencing multiple barriers and challenges.)

Empty response area for Front line Service Provision.



Reporting Experience

(Please describe your organizations capacity providing reporting to funders, tracking data and/or case management systems)

Applicants must also include a proposed budget, two letters of support, proof of insurance, WSCC coverage and a letter of good standing from Legal Registries.

If there are other documents that may be relevant to the project, please include them with your application.

Organization's Representative
Organization

Date



SCHEDULE B

Justice Navigator Program Budget

Name of Organization	
Project Lead	
Community	
Address	
Phone Number	
Email Address	

Term of the Agreement	April 1, 2024 to March 31, 2027
Total Annual Contribution Agreement Amount	\$ 175,000.00

Expenditures	Proposed Amount
Salary	\$
Administration	\$
Office Supplies	\$
Travel and Accommodations	\$
Program Materials	\$
Honorarium	\$
Rent and Utilities	\$
Telephone and Internet	\$
Insurance	\$
Audit	\$
Training	\$
Total	\$ -

Signature of Chief/ SAO/ CEO/Manager	Date
Print Name and Title	