



Job Posting: Circle Keeper Case Manager  
Department: Indigenous Justice Program  
Location: Charlottetown/Summerside  
Position: Temporary Employment (12-month) Possibility of extension,  
Full Time 37.5 hours/week  
Salary: \$55,000 – \$65,000  
Deadline to apply: May 18, 2026

The Mi'kmaq Confederacy of PEI (MCPEI) delivers quality programs and technical advice to Epekwitk Assembly of Councils, the Abegweit and Lennox Island First Nations' Councils and the provincial Indigenous community. As a member of MCPEI's workforce the successful candidate will be offered a competitive salary, quality benefits, generous vacation, and a respectful, healthy, and safe place to work and grow as a professional.

## **THE ROLE**

Reporting to the Senior Program Coordinator of the Indigenous Justice Program (IJP), the Circle Keeper Case Manager is responsible for the delivery of the Restorative Justice portion of the program, as well as case management services. This position will be responsible for developing, organizing and delivering training to criminal justice partners, as well as community stakeholders and social services, to educate about the use of all types of Restorative Justice Circles. Regular organization of ongoing development and training opportunities for trained Circle Keepers.

The successful candidate will organize Circles referred to IJP, working closely with trained Circle Keepers to ensure the timely response, culturally appropriate and safe delivery of the Circle. The position requires identifying and meeting all those who should be invited and in attendance at the Circle. This role is designed to facilitate the rehabilitation and cultural healing for Indigenous people across PEI. The Circle Keeper Case Manager also provides referral services and support as required. As part of the IJP team, the Circle Keeper Case Manager may assist in coordinating IJP events, educational forums, as well as attend Court if and when required.

## **QUALIFICATIONS:**

### **Education, Years of Experience**

- Post-secondary education, preferably in justice or social services.
- Minimum 3 years' experience working with clients and case management

## Skills/Competencies

- Provide training to criminal justice partners and community stakeholders to encourage referrals and the use of Restorative Justice Circles as an alternative to the Court process, which includes Pre-Charge, Alternative Measures Circles, and Sentencing Circles. This would also include education for Circles to prevent and/or repair harm, including Conflict Resolution Circles, Healing Circles and Talking Circles.
- Provide information, support, and preparation work to all those identified to attend a Circle and determine if a Circle can and should take place safely.
- Liaise and develop strong working relationships with trained Circle Keepers.
- Coordinate and participate in justice circles and assist Indigenous people in accessing programs and services and traditional supports to complete recommendations made within the Circle.
- Provide culturally appropriate services and programming for Indigenous people to help address the over-representation of Indigenous people in the criminal justice system.
- Liaise with stakeholders to promote and support the operations of programs established to assist vulnerable people in the justice system.
- Support Indigenous Justice Court Worker in case managing and advocating for Indigenous peoples in contact with the justice system, maintaining communications and collaboration with justice personnel (i.e. lawyers, law enforcement officers, court personnel, probations/parole officers) at all stages of the criminal justice process, if required.
- Work with the Indigenous Justice team to organize, facilitate and deliver education and program-specific training to government, community groups and stakeholders.
- Build and maintain effective working networks and information sharing mechanisms with the justice system with the aim of addressing the needs of Indigenous clients.
- Educate the Indigenous communities on and off reserve on the IJP.
- Work as part of a team to support Indigenous people involved in the criminal justice system.
- Report on the progress of the program and maintain client files for reporting purposes.
- Knowledge of restorative justice and the criminal justice system.
- Knowledge of Indigenous history, residential schools, and intergenerational trauma.
- Experience in conflict resolution and problem-solving skills.
- Experience in organizing training workshops and conferences.
- Strong report writing skills, as well as written and verbal communication skills.
- High confidentiality standards and ability to exercise good judgement.
- Proficiency in MS Office Software, including Excel, Word and SharePoint.
- Other duties as required.

**OTHER:**

- Provide a Criminal Record Check.
- Provide Covid-19 Immunization Record or Vax Pass.
- Valid driver's license and access to reliable vehicle.
- You are required to carry a minimum of \$2,000,000 third party liability insurance on your own personal auto insurance policy and must have approval from your insurance company to carry passengers in your vehicle as a part of your job duties.

\*Demonstrated equivalencies will be considered.

\*\*Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission. MCPEI is committed to providing support and capacity building opportunities to Mi'kmaq individuals with the core competencies to take on positions such as this.

Please email your resume and cover letter to [apply@mcpei.ca](mailto:apply@mcpei.ca) with the Job Title, "Circle Keeper Case Manager" in the subject line

or deliver resume to

ATTN: Human Resource Manager  
Mi'kmaq Confederacy of PEI,  
8 Stan MacPherson Way Charlottetown PEI C1A OJ7

Deadline to apply: May 18, 2026, at 3:00 PM.

We appreciate all those applying for this position and note that only those chosen for an interview will be contacted.