



Nishnawbe-Aski Legal Services Corporation

RESTORATIVE JUSTICE WORKER

Job Description

Title: Restorative Justice Worker

Dept.: RJ

Reports to: Restorative Justice
Manager

JD #:

REVIEWED: January 16, 2024

Approved: January 16, 2024

Summary

The Restorative Justice Workers will be responsible for delivering and reporting on the implementation and progress of the initiative in the target communities funded under the project.

Core Competencies:

- Education and/or equivalent experience in social, justice or law related field;
- Experience with the Euro-Canadian Legal system and knowledge of the Indigenous Justice system and experience with Restorative Justice Circles;
- Experience in organizing and delivering training programs;
- Ability to work in a cross-cultural environment;
- Computer skills – working with Microsoft applications, email and internet;
- Public speaking skills and excellent oral and written communication skills;
- Willingness to communicate with others about law related and traditional issues;
- Demonstrated ability to work independently;
- Must be willing and able to travel extensively;
- Access to reliable transportation;
- Ability to speak Cree/Oji-Cree/Ojibway would be an asset.

Job Duties

- Complete training in facilitation of Restorative Justice Circles (RJC).
- Visit the communities to determine their level of progress in RJC and hold community meetings to educate and to determine needs and wishes.
- Liaise with court, police, judges, and probation officers to arrange for referrals to divert charges to RJC.
- To Liaise with police to arrange for pre-charge/ post-charge referrals, and provide education on the benefits of using Restorative Justice in the areas of pre-charge and post-charge referrals
- Visit mandated community(s) twice monthly and conduct at least one RJC per visit as resources tolerate.

- Provide resources for Community Justice Circles and support those who wish to conduct their own CA Conferences.
- Maintain records of conferences and provide follow-up reports and final reports once agreements are completed.
- Ensure database information is updated on a bi-weekly basis, and activity reports are provided monthly.
- Obtain qualitative community evaluation of services provided on a monthly basis.
- Attend Courts as they occur to liaise with Crown, Police, Probation Officers, and Justice Committee to arrange conferences,
- Hold community meetings to educate them in diversion and to determine needs and wishes on a Quarterly basis.
- Perform other related duties as required in furtherance of the mandate of the Corporation.

Requirements

- The Restorative Justice Worker should have a post-secondary diploma in law, advocacy, paralegal, social work, mental health, or related area of study.
- Experience and knowledge of Aboriginal issues and the current legal system is a must.
- Excellent written and verbal communication skills

Reporting

- The Restorative Justice Worker is responsible to the Restorative Justice Manager for day-to-day activities and for overall work performance.

Meetings, Training and Outreach

- Attend all meetings, telephone and video conferences, committees, as directed.
- Attend professional development, training, workshops, education, as directed.
- Develop positive relationships with justice providers, defense counsel, police authorities, community leadership, duty counsel, crown attorneys, probation, parole and more. Keep program coordinator, supervisor, manager, or director apprised.

File maintenance

- Ensure all paper and electronic files are maintained up to date.
- Ensure all client information is kept confidential and that client files are up to date and complete.
- Follow directives, guidelines, and policies for records management and file keeping policies.

Additional Duties and Responsibilities

- Complete all additional responsibilities and duties as assigned.
- Other duties as assigned.

SALARY RANGE

Pursuant to current wage grid.

CERTIFICATIONS:

I certify that I have read and understand the responsibilities assigned to this position.

Melissa LeBlanc
Employee Signature

MELISSA LEBLANC
Printed Name

AUGUST 19, 2024
Date

I certify that this job description is an accurate description of the responsibility assigned to the position.

Supervisor or H/R Signature

Printed Name

Date

I approve of the delegation of responsibilities outlined herein within the context of the overall organizational structure.

CEO's/ ED's Signature

Printed Name

Date