

Reporting

- The Restorative Justice By-Law Worker is responsible to the Manager of Alternative Community Justice Programs 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.

Nmaro Uo Flynn Neebin Morris 11 Sept 24 1915hrs
Employee Signature Printed Name Date

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

[Signature] Cetelife Shuck Sept 12/24
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