

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

**Restorative Justice Worker**

<b>Name of Employee Being Reviewed:</b>	Vernon Morris
<b>Job Title:</b>	CYJW, RJW
<b>Employed Since:</b>	January 2011
<b>Direct Supervisor:</b>	Alanna Downey Baxter
<b>Last Review Date:</b>	No previous review date available
<b>Date of This Review:</b>	July 25, 2011
<b>Name of Reviewer(s):</b>	Celina Reitberger and Alanna Downey Baxter

The supervisor and the staff will comment on the areas set out below, as applicable. The staff member shall circulate his/her comments to the supervisor at least three (3) days before the scheduled review date.

Rating Schedule

- E = Exceptional
- A = Acceptable
- A/I = Acceptable with Room for Improvement
- U = Unacceptable
- NA = Not Applicable

**PART I**

<b>Task/Item</b>	<b>Rating</b>	<b>Comments</b>
Information gathering, interview skills, professionalism	A	I believe that I have performed quite well in this category.

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Task/Item	Rating	Comments
Identifies issues to be resolved	A	I have contributed well in this category when addressing the diversions I receive.
Complete training in facilitation of Community Accountability Conferencing (CAC).	A	In the past when I was employed with NALSC, I had the opportunity to attend a couple of training sessions and completed them in good order. I learned a great deal about how the Restorative Justice Program ( CAC ) allows for the First Nation communities that we serve to be involved in the resolution of legal and social matters that affect their lives.
Exercises judgement in deciding who to refer client to, seeks advice from supervising lawyer(s) when appropriate	A	I have experienced at certain times in my work where a client needs more help then what can be offered in a circle meeting and have worked with other helpers in the community to arrange for help and support for a client outside of our program resource pool. I have on occasion spoken to lawyers to ask for their opinion on certain matters.
Assesses and refers matters when such matters require legal services beyond restorative justice program	A	I have from time to time referred matters to our CLW counterparts and have also sought the advice of my supervisor.
Ensures client understands advice and direction given	A	I make sure my clients have all the information they need in order to deal with their legal obligations.

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Task/Item	Rating	Comments
Completes and documents contacts, accurately and completely	A	Any and all information pertaining to diversions received is documented.
Exercises good judgement	A	I try to the best of my ability to be fair when assessing a certain subject or situation.
Keeps abreast of changes in the law that impact the restorative justice program.	A	I do take the time to discuss certain issues related to my work with my supervisor and co-workers who are knowledgeable in areas of my work where I am unfamiliar.
Visit the communities to determine their level of progress in CAC and hold community meetings to educate and to determine needs and wishes.	A	I encourage community leadership and other responsible community workers to be involved in supporting their community members who have legal and social issues to deal with by participating in the work that I do. Most of the communities that I serve do not have an organized approach to giving support and this in my opinion is a matter of insufficient financial resources. Volunteerism only goes a certain distance before the need to remunerate arises.
Liaise with court, police, judges, and probation officers to arrange for mechanism to divert charges to CAC.	A	I make it a priority to talk with the crown attorney and participating lawyers at each court I attend to make them aware that I am available to receive diversions.

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Task/Item	Rating	Comments
Visit each community twice monthly and conduct at least <u>one</u> CAC per visit as resources tolerate.	A	I work with the court schedules and then once I receive a diversion I return to a community to conduct the CACCs required.
Provide resources for Community Justice Circles and support those who wish to conduct their own CA Conferences.	A	I have not encountered a request for support from a First Nation who wishes to do their own CACC. I will be available to assist when I do receive a request.
Maintain records of conferences and provide timely follow-up reports and final reports once agreements are completed.	A	All my files are up to date and are completed in a timely manner.
Provide database spreadsheet information on a monthly basis.	A	All my reports are kept current to the date that they are required
Obtain qualitative community evaluation of services and provides findings to the Restorative Justice Coordinator on a monthly basis.	A	I try to answer any questions that my supervisor may have about the communities that I serve.

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Task/Item	Rating	Comments
Attend Courts as they occur to liaise with Crown, Police, Probation Officers, and Justice Committee to arrange conferences.	A	I attend all scheduled advance and regular court days for the communities I serve.
Hold community meetings to educate them in diversion and to determine needs and wishes on a bi-monthly basis.	A/I	I have not been able to hold an actual community meeting in any of the communities I serve but do make it a priority to speak to people who I feel are responsible for community needs.
Submit monthly database and quantitative evaluation reports.	A	I believe that I am up to date on these requirements. (statistics, weekly reports) etc. etc.
Perform other related duties as required in furtherance of the mandate of the Corporation.	A	I receive direction from my supervisors in a positive way and strive to be as effective as I can be in implementing requests.

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**PART II  
PERFORMANCE OBJECTIVES & REQUISITE SKILLS –  
EXPECTATIONS & RESULTS**

**COMMUNICATION**

Task/Item	Rating	Comments
Keeps supervisor and others informed of relevant information on a need to know and timely basis. Ensures instructions and messages are clear, terms are explained and tone of voice is informative and does not assign blame.	A	I believe that I can be impartial and fair in my assessment and judgement of work related issues. I have from time to time had the opportunity to discuss work related issues with my supervisor (s) and have given positive advice as such to address issues concerning the work that we do.
Ensures assertive communication style is practiced as much as possible. Effectively communicates position and demonstrates that others positions are respected. Expression of feelings and opinions is honest, and appropriate.	A	I believe that I do, to the best of my ability.
Written communication is clear, concise, organized and persuasive. Plain language is used.	A	I try to communicate well with all concerned.
Communicates effectively with clinic callers and clients, showing respect, empathy and being non-judgmental of client's lifestyle or other matters. Preserves client's dignity, fosters client confidence and trust in staff member and the clinic.	A	I try to communicate well with all concerned.

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Task/Item	Rating	Comments
Ensures the client is updated on all file developments, and that instructions are always received and documented to the client's file.	A	All information pertaining to clients and their files is documented and kept secure. Clients are informed of their information upon request by them.
Responds quickly to client telephone messages or other inquiries.	A	I respond in a timely manner to all of my past and current clients who request information about their files or have other questions they may want to ask.
Communicates effectively with community groups and representatives ensuring that the Corporation's reputation is upheld and enhanced.	A	This is important and I always convey a positive message about the organization, programs and services that we provide.
Complies with Board policies regarding media and other contact.	A	I try to be a good employee and keep myself apprised of new developments in the organization. I also know my place when it comes to media and other contact.

**TEAM PLAYER**

Task/Item	Rating	Comments
Understands the importance of his/her own and others jobs to the organization.	A	I have enough experience in the work world environment to know that it takes team work to accomplish mandated tasks.

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Task/Item	Rating	Comments
Assists others during peak load times.	A	I have offered help to my fellow co-workers who are providing Restorative Justice Program services to other communities.
Takes pride in his/her own and others' work and the results of the organization. Collaborates and consults with others, as necessary, to complete the work of the organization.	A	Always !
Volunteers and makes useful contributions in meetings and committees.	A	I keep myself informed of new developments concerning our work so that I may share information with my co-workers.
Honours the ground rules for working in a productive and caring manner.	A	I hope that I have and where I come short I invite direction or advice.

**INTERPERSONAL**

Task/Item	Rating	Comments
Is attentive to others. Consults and collaborates with others as required. Addresses and resolves conflict constructively. Uses appropriate humour and avoids hurtful gossip.	A	The only way to be.



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Task/Item	Rating	Comments
Calms irate clients and uses tact when dealing with same.	A	I have always strived to create an amicable environment when I have had reason to bring people together in a circle meeting.
Demonstrates the ability to motivate others.	A	I try as much as I can to be a positive worker.

**DEPENDABILITY AND FOLLOW-THROUGH**

Task/Item	Rating	Comments
Responds promptly and responsibly to supervisor's and co-workers' reliance on and requests for cooperation and assistance. Follows through on promises to carry out tasks etc.	A	Although it takes time to perform certain tasks I do not forget about them.
Assumes responsibility and expects to be held accountable for completing job assignments in an efficient and timely manner.	A	I try to the best of my ability.
Provides supervisor with regular and prompt updates on the progress of work and possible problems on an as needed basis.	A	I communicate well with my supervisor and talk with her on a regular basis.

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Task/Item	Rating	Comments
Attends regularly and punctually at the office (s), meetings, client appointments, community meetings, etc.	A	I make an effort to be mindful of my work related responsibilities.
Ensures office security at all times, and client confidentiality.	A	Yes, I see this aspect of my work as being very important to keeping the trust and confidence of all my clients.

**EFFORT**

Task/Item	Rating	Comments
Consistently and dependably works towards the completion of job responsibilities, assigned tasks, and results to the fullest extent of his/her responsibilities.	A	I strive to always complete work related assignments in good order.
Maintains a regular flow of work without undue delay and the need for reminders.	A	I complete the work that I am responsible for in a timely manner.
Work hours are used productively.	A	I observe the work hours responsibly.

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Task/Item	Rating	Comments
Brings enthusiasm to his/her work.	A	I try!!!

**INITIATIVE**

Task/Item	Rating	Comments
Identifies and takes on relevant and appropriate tasks when major responsibilities are completed.	A	I enjoy keeping busy with meaningful work.
Identifies and strives to solve problems and offers innovative suggestions for positive change.	A	I try to contribute in a positive and meaningful way.

**JOB KNOWLEDGE**

Task/Item	Rating	Comments
Knows the Corporation's goals, Board policies, office practices and procedures, and job responsibilities.	A	Respectfully

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Task/Item	Rating	Comments
Possesses professional or technical knowledge and skills required in the position.	A/I	There is always a need to improve.
Shows increasing skill in utilizing office equipment, particularly personal computers. This would include adequate typing and word processing skills, maintaining up to date directories, understanding computer network, backing up files appropriately.	A/I	There is always a need to improve.

**JUDGEMENT AND ANALYTICAL SKILLS**

Task/Item	Rating	Comments
Identifies problems or opportunities within the parameters of his/her job. Sorts out peripheral issues and sets priorities accordingly. Collects and analyses data logically. Consults with others and refers to others appropriately. Develops and implements sound and timely solutions.	A	The only way to work.

**TIME MANAGEMENT**

Task/Item	Rating	Comments
Understands the importance of using work time effectively and productively.	A	Yes

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Task/Item	Rating	Comments
Makes appropriate priorities between work tasks.	A	I am usually quite organized in terms of keeping track of my work related responsibilities.
Delegates as appropriate.	A	Yes, when the need to do this is apparent.

**GOALS & OBJECTIVES**

Task/Item	Rating	Comments
Has met or exceeded the performance goals agreed to during the last evaluation, (detail if appropriate)		N/A
Assists in the development of Corporation's goals, including accurately completing the report to the Board.		N/A
Has met or exceeded goals agreed to by the Corporation and program overall, and assigned to him/her.		N/A Could this section of the evaluation be related to a management position?

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**TRAINING**

Task/Item	Rating	Comments
Undertakes, willingly, all training opportunities, and implements new skills and knowledge appropriately.	A	Yes
Identifies new training opportunities needed, and develops an action plan.		N/A

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**GOALS & OBJECTIVES STATEMENT**

Development Desired	Plan for Development (Include Timelines)
<p>Training in program related areas</p>	<p>As per supervisors planning direction.</p>
<p>Regarding NAPS Protocol</p> <ul style="list-style-type: none"> <li>- Email to those who took part in Sioux Lookout Office Training and follow up regarding pre-charge diversion</li> </ul>	<ul style="list-style-type: none"> <li>- Vernon to do the follow up by phone</li> <li>- To be completed by the end of the week</li> </ul>
<p>Any kind of training that may be related to the work that I do as CYJW.</p>	<p>In the capable hands of my superiors.</p>
<ul style="list-style-type: none"> <li>- Do presentations at the AGM's of each of the three Tribal Councils Windigo IFNA Northern Chiefs</li> </ul>	<ul style="list-style-type: none"> <li>- Head Office to do conference letters immediately</li> <li>- C.C. Vernon Morris who will take it from there</li> <li>- IFNA to be determined</li> <li>- Windigo August 9-11</li> <li>- SHIB October 12-14</li> </ul>

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Development Desired	Plan for Development (Include Timelines)
Liaise with Eartha Davidson in Tikinagan and to determine the need for the Restorative Justice with Foster Care Youth Sioux Lookout Office/Protocol	<ul style="list-style-type: none"><li>- Initial meeting, week August 2-5</li><li>- If need exists-develop a protocol <b>End of August</b></li><li>- Receive diversion-ASAP</li></ul>
<ul style="list-style-type: none"><li>- More youth diversions from Mishkeegogamang and Cat Lake</li></ul>	<ul style="list-style-type: none"><li>- Mishkeegogamang-August 4-5 (<i>overnight</i>)</li><li>- Cat Lake August 22-23, go to advance day-tent. Pending discussion with Bobby (<i>to be determine</i>)</li></ul>

If you need more room, please attach.



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PERFORMANCE REVIEW SUMMARY

Supervisor's Summary

N/A

Reviewer's Signature

Date

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**PERFORMANCE REVIEW FORM**

**COMMENTS**

We have both read the summary of the Personnel Evaluation and the Goals Statement and it accurately reflects our review.

**Employee's Comments**

I will comment once this review has been completed.

**Employee's Signature**

**Date**

**Supervisor's Comments**

**Supervisor's Signature**

**Date**