Employee Performance Review

Employee Signature

Manager Signature



Oct 03/18

Date

EMPLOYEE INFORMATION						
Name Leanan Parott			Employee ID			
Job Title RTW			Date O	Date 0 CT 23/18		
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VERIFICATION OF REVIEW						
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Self-Evaluation Form

Employee Name:	Leahan Parrott	Job Title: Restorative Justice Facilitator
Date: October 19,	2018	Supervisor: Vernon Morris/Chantelle Johnson

Please complete the following information to help prepare for your performance review. Use the spaces provided to include appropriate comments about your job and your performance.

- 1. What do you consider to be the top three to five priorities of your job as you understand them?
- -Ensuring a successful Restorative Justice Process and outcome. It's important to me that all participants feel a sense of satisfaction from their circle as well as have a positive experience. To do this, I need to establish trust, show respect, explain the circle process clearly, be a good and empathetic listener, be patient, ability to identify the underlying issues and anticipate possible resources and solutions, be flexible, and available.
- -To establish and maintain productive and respectful working relationships with all key players involved in the circle process. I have established trust and confidence of the local Crown Attorneys, established a reliable relationship with other court personnel; including, the crown office receptionists, duty counsel, court workers, probation officers and other relevant community front line workers.
- -Upholding the integrity of NALSC. My long term commitment to NALSC (16 + years) indicates my dedication to the program and to the corporation. I contribute to the Corporation's good reputation by doing my best to provide a reliable service to our NAN members. I do this by respecting all relationships and by honoring the core values and principles of RJ. I conduct myself in a professional manner and take pride in my work with clients and all other relationships involved in the process.
- -To keep my manager informed of cases and their progress. To ask for help and guidance when necessary.
- -To continuously learn and keep up to date on various relevant facilitation skills and Restorative Justice Practices. To continuously network and develop working relationships, to promote the RJ program and other services offered by NALSC.
- 2. What do you see as your greatest accomplishment or successful efforts since the beginning of your employment with Nishnawbe-Aski Legal Services Corporation?

Since my last review May 2017, I have participated as a committee member on the Circle of Services Committee. It is a committee made up of local resources and we work together to provide services to all clients. We met in June, Oct, Nov and Dec 2017 and August 2018I provided a community presentation to Maniwaki First Nation on Restorative Justice in July 2017 and a community presentation to Matachewan First Nation in June 2018 on all of the services offered by NALSC. In Feb 2018, I attended the NALSC By —law conference in Timmins and an open house in Mattagami First Nation In May 2018. I also attended a Bridges to Poverty Training in April 2018.

6. What could you do to perform your job duties and assigned tasks more efficiently?

I should work on maintaining focus at work. I can do this by making a self-care plan that involves more rest, exercise, taking walks, etc.

To communicate more effectively specifically at various committee meetings. I think something like assertiveness training might help as I feel I am not assertive or perhaps confident enough to ensure my contributions are heard at meetings.

- 7. Please complete the following. I believe my goals and objectives for the coming year should be:
 - -To continue working on the Facilitating Circles Training and present the program to the Executive Director. I believe Nan Legal could benefit from providing such a program to its employees, to NAN members, communities, committees, and outside agencies as there does not seem to be many resources available.
 - -To make an effort to visit communities and local courts. I have not been visible in communities or courts in a few years.
- 8. What kinds of professional development activities would you like to do during the coming year?

Assertiveness training (committee meetings)

Trauma healing (benefit facilitation skills and assist clients)

Restorative justice Conference (to ensure ongoing and up to date training)

Gladue Writing Training (short staffed and could be beneficial to Corp.)

Self-Evaluation Form

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Date: October 19,	2018	Supervisor: Vernon Morris/Chantelle Johnson

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Gladue Writing Training (short staffed and could be beneficial to Corp.)



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Department			Manager S	11 ch	A Para

Self-Evaluation Form

Employee Name:	Leahan Parrott	Job Title: Restorative Justice Facilitator
Date: May 23, 20	17	Supervisor: Celina Reitberger

Please complete the following information to help prepare for your performance review. Use the spaces provided to include appropriate comments about your job and your performance.

- 1. What do you consider to be the top three to five priorities of your job as you understand them?
- -Ensuring a successful Restorative Justice Process and outcome. It's important to me that all participants feel a sense of satisfaction from their circle as well as have a positive experience. To do this, I need to establish trust, show respect, explain the circle process clearly, be a good and empathetic listener, be patient, ability to identify the underlying issues and anticipate possible resources and solutions, be flexible, and available.
- -To establish and maintain productive and respectful working relationships with all key players involved in the circle process. I have established trust and confidence of the local Crown Attorneys, established a reliable relationship with other court personnel; including, the crown office receptionists, duty counsel, court workers, probation officers and other relevant community front line workers.
- -Upholding the integrity of NALSC. My long term commitment to NALSC (16 + years) indicates my dedication to the program and to the corporation. I contribute to the Corporation's good reputation by doing my best to provide a reliable service to our NAN members. I do this by respecting all relationships and by honoring the core values and principles of RJ. I conduct myself in a professional manner and take pride in my work with clients and all other relationships involved in the process.
- -To keep my manager informed of cases and their progress. To ask for help and guidance when necessary.
- -To continuously learn and keep up to date on various relevant facilitation skills and Restorative Justice Practices. To continuously network and develop working relationships, to promote the RJ program and other services offered by NALSC.
- 2. What do you see as your greatest accomplishment or successful efforts since the beginning of your employment with Nishnawbe-Aski Legal Services Corporation?

I participated in the NAN Legal team building workshop last fall and at the NAN wide Justice Summit in Timmins last spring. I also attended an introductory Trauma Healing Workshop in June 2016.

6. What could you do to perform your job duties and assigned tasks more efficiently?

I should work on maintaining focus at work. I can do this by making a self-care plan that involves more rest, exercise, taking walks, etc.

To communicate more effectively specifically at various committee meetings. I think something like assertiveness training might help as I feel I am not assertive or perhaps confident enough to ensure my contributions are heard at meetings.

- 7. Please complete the following. I believe my goals and objectives for the coming year should be:
 - -To continue working on the Facilitating Circles Training and present the program to the Executive Director. I believe Nan Legal could benefit from providing such a program to its employees, to NAN members, communities, committees, and outside agencies as there does not seem to be many resources available.
 - -To make an effort to visit communities and local courts this summer. I have not been visible in communities or courts in a few years.
- 8. What kinds of professional development activities would you like to do during the coming year?

Assertiveness training (committee meetings)

Trauma healing (benefit facilitation skills and assist clients)

Restorative justice Conference (to ensure ongoing and up to date training)

Gladue Writing Training (short staffed and could be beneficial to Corp.)



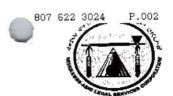
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EMPLOYEE INFORMATION	
Name Leahan Parrott	Employee ID
Job Title Restorative fustice Worker	Date 28 April 2016
Department Do J	Manager Cel: na Reitherger
Review Period 12 march 2015 - 28 April 2016	

RATINGS					
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Employee Signature	Date
Manager Signature	Date



EMPLOYEE INFORMATION	
Name Leahan Parrott	Employee ID
Job Title Resturative Justice Worker	Date
Department QOJ	Manager Celina Leitberger
Review Period Fall 2013	
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VERIFICATION OF REVIEW By signing this form, you confirm that you have discussed this review in detail with	your supervisor. Signing this form does not necessarily
by signing this form, you confirm that you have discussed this review in detail many indicate that you agree with this evaluation.	
Employee Signature	Date
Manager Signature	Date



Self-Evaluation Form

Employee Name: Leahan Parrott	Job Title: Restorative Justice Facilitator		
Date: April 26, 2016	Supervisor: Celina Reitberger		

Please complete the following information to help prepare for your performance review. Use the spaces provided to include appropriate comments about your job and your performance.

- 1. What do you consider to be the top three to five priorities of your job as you understand them?
- -To understand the philosophy and process of Restorative Justice.
- -To ensure all parties are prepared and have a good understanding of the process and expectations.
- -Upon thorough preparation of all parties, trust in their ability to work through the circle process and address the issues in ways that are meaningful to them.
- -To guide the process, remain neutral, and listen.
- -To ensure the principles of Restorative Justice are met.
- 2. What do you see as your greatest accomplishment or successful efforts since the beginning of your employment with Nishnawbe-Aski Legal Services Corporation?

I feel my greatest accomplishment is the professional and skillful reputation I have earned among various community leaders, members, frontline workers, crown attorneys and lawyers. I have received several emails, calls and face to face approval.

3. Complete the following sentence. I believe that my greatest contribution to Nishnawbe-Aski Legal Services Corporation is:

I feel my greatest contribution to the Corporation is my demonstrated commitment to the program and connection to the communities. I feel this quality reputation is a positive reflection on Nishnawbe-Aski Legal Services and the credibility of the Restorative Justice program in my area.

4. In what area or areas would you like to gain more experience, training or education?

I would like to receive ongoing facilitation training to enhance my skills (paraphrasing, validating, reframing, etc). Perhaps motivation training could be included to better prepare clients. I would like to know more about Gladue report writing and Mental Health issues.

- 5. What activities or trainings have you participated in over the last review period in order to develop yourself professionally?
- -I took the Native Awareness Training offered by North Family Violence Network in Kapuskasing on January 27 and Jan 28, 2015
- -I did a Restorative Justice presentation on March 24, 2015 at the Domestic Violence from a First Nations & Metis Context conference.
- -I attended, presented and facilitated at the NAN East Justice Summit in Moose Factory on March 11 and 12, 2015
- On June 10, 2015 I did a Restorative Justice presentation to Chapleau Cree First Nation
- -Presented Restorative Justice to the Domestic Violence Coalition Committee on June 26, 2015
- -On July 30, I did a Restorative justice presentation to Aboriginal Women In Mining group in Kirkland Lake.
- -Participated at the Northern College H.E.L.P Day on September 23rd , 2015. (set up booth re: services offered to aboriginal students)
- -I attended a Cyber bullying workshop in Timmins on October 21, 2015
- -On November 17-20, 2016 I received Restorative Justice Facilitating Training in Ottawa
- 6. What could you do to perform your job duties and assigned tasks more efficiently?

I could be more organized with the NAN Data entries. I find that I wait for a few weeks before inputting data and that has proven to be stressful at times. I am really good at prioritizing my job duties and will make a commitment to include this as one of my assigned tasks.

7. Please complete the following. I believe my goals and objectives for the coming year should be:

My goals and objectives are always the same; to do my job effectively and efficiently as well as to uphold the integrity of the Corporation. I think obtaining a more clear understanding of the Corporations vision for the Restorative Justice Program may help me identify what other goals I am expected to achieve. Perhaps participating in staff meetings would help.

- 8. What kinds of professional development activities would you like to do during the coming year?
- -I would like to take a Train the Trainers course. Increase my very basic knowledge of teaching fundamentals and skills. This would also increase my confidence when providing presentations to other organizations and communities.
- -I would like to receive ongoing facilitation training to enhance my skills (paraphrasing, validating, reframing, etc).
- I would like to know more about Gladue report writing
- -I would like to learn about Mental Health issues especially in teens and young adults.

Dale Cox - no protocol - paperwork for mothing - it well get to your - no referrals from Crorers.

Self-Evaluation Form

Page 3

Scalann Landry

NISHNAWBE-ASKI LEGAL SERVICES

RESTORATIVE JUSTICE PROGRAM WORK PLAN – 2015

	Specific Goal	ACTIVITIES			
	Deliver restorative justice program for all	 Continue Facilitation of Justice Circles in each of the Communities Provide Follow-up Report Results 			
	Communities in Zone 1				
)					
	Increase participation of community members in the	- Raise Awareness in communities through local media, community visit			
	Restorative Justice Process	and public info sessions on Restorative Justice			
		- Solicit involvement of community members/front-line staff and Elders			
		to participate in circles and training.			
	Work with manager for the continued development	Participate in conference calls			
	of the RJP				
	Strengthen relations and confidence with Key	Meet with Judges, Crown Attorneys, Defense Counsel, Chief and			
	Stakeholders	Council during or after court.			
	Educate First Nation Leadership in each of the	Hold information sessions with Chief and Council when possible.			
	Communities Serviced				
2					
	Maintain Statistics and Analysis of Program's	- regular data input			
	Effectiveness and Efficiency				

Nishnawbe-Aski Legal Services Corporation

February 14, 2014

Leahan Parrot Restorative Justice Worker Matachewan First Nation NALSC

Dear Leahan;

Re: Outside Employment

Further to our recent conversation concerning your acceptance of the position of Band Councillor, I have come to the conclusion that by accepting this position you are in a conflict of interest. Our Board is responsible to the First Nations including Chief and Council of Matachewan First Nation. Therefore there is a potential conflict of interest between your role as employee and your position as councillor.

I spoke with our Chair Jim Beardy this morning. He observed that in most organizations the employee takes a leave of absence. That is the choice you will have to make i.e. take a leave of absence or resign from council.

In the past Charlie O'keese took a leave of absence and Rob Moonias decided against running for council because of this policy.

I pointed out to you that under the policy there are many prerequisites to pursuing outside employment.

Personnel Policy, Section 6. Employee Conduct

e) Conflict of Interest.

ii. The employee shall advise the employer of outside employment opportunities beforehand and the employer shall, within a reasonable period of time, advise the employee if a conflict of interest will exist or not, and also not interfere with their duties at NALSC.

f) Outside Employment
An employee may hold down another job providing:

Mailing Address:

86 S. Cumberland Street Thunder Bay, Ontario P7B 2V3

Tel: (807) 622-1413 Fax: (807) 622-3024

E-mail: info@nanlegal.on.ca Website: Http://www.nanlegal.on.ca



Head Office:

684 City Road Unit 14 Thunder Bay, Ontario P7J 1K3 Leahan Parrot Restorative Justice Worker Matachewan First Nation NALSC

Dear Leahan;

Re: Outside Employment

Further to your letter of March 7 2014 I would note the following:

Your letter is confusing. You say you were elected March 23, 2013 but asked for permission in April. So I will assume you were elected in May. Joyce said during the telephone conversation on February 6/that you contacted her after the fact.

Despite this discrepancy it doesn't matter because the policy mandates that you must have the approval of the Executive Director. This was not done.

With respect to conflict of interest it clearly exists. You have potential power over our Board representatives. He will not get involved in any discussions regarding you because he fears repercussion. When asked to be involved in an issue regarding fourseef he declined because of pot representatives.

I have come to the conclusion that your work performance with Nishnawbe-Aski Legal Services has been jeopardized. For example, the day we called to speak to you, February 6, you were in a meeting. Since no explanation was forthcoming I have to assume it was Band business. It is far too easy when in the band office to be involved in band polities.

It is necessary to treat all employees the same. Betty received a similar letter and she is opting to take a leave.

Finally, the Board felt strongly enough about this situation to pass the amendment.

They take a leave of absence of up to 2 years or resign if they choose to run for Chief and Councillor.'

It is a clear indication of their position re: conflict and job performance.

I am sorry that we cannot accommodate this laudable ambition but for the reasons above I must deny your appeal.

Yours Truly,

Celina Reitberger, Executive Director

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EMPLOYEE INFORMATION									
Name Leahan Parrot	Employee ID	^							
Job Title Restorative Justice	· Worker	Date	2 Nova	29/12 awtord					
Department Restorative Justic	e	Manager	Toyce Cr	an Ford					
Review Period Users.			•	v					
Ju-J.									
RATINGS 1 - Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent					
Job Knowledge			P	+/					
Job Knowledge Jestian has been employed Comments Timning area for 13 year are all about preserved Work Quality	loyed as	He RJ. W.	vker for	Mattadara.					
Work Quality	s her job	5 vegwee	€. □						
Comments timely marien . Subject to Sound writing skills. I	the her ar suports shks very	nk + const to maraja vell with	to do a	(crain) (crain) to good waling					
Attendance/Punctuality	things	a Lerka	- ren	K to her					
Comments managen + will se	erd en	we of h	en who	resports.					
Initiative		is also see al	a Ha	Stopp. He					
comments initistive to work a	tasks.	and work	is will	I udependent					
	[]								
Lector has excellent connunicate skells. She is a comments ban player & reports to manager efforcerty.									
comments Luha is very dependable. She complets pokes when comments requested by Maragar 4 at times will assist with what overall Rating (average the rating numbers above) that is not in her area. (Terminans)									
Overall Rating (average the rating numbers above)	et who	t a her	area	. Commen					
ADDITIONAL COMMENTS Marage has no cancers with leader. She Whiles well wellpredartly t reports to Maran watered Ageles approval on all recessary matter. Leader is an assist to the Capatin. GOALS (as agreed upon by employee and manager) - Cartinue assisting with Co-workers in other Communities is circles etc.									
VERIFICATION OF REVIEW By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.									
Employee Signature Julyan Pary	/	Date NO	089,8	2012					
Manager Signature Toulung	1	Date / U	089, 8 U29/12						

