

**Position Description**

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| **Position:** | **Restorative Justice Co-ordinator Support** |
| **Direct reports:** | None |
| **Reports To:** | Restorative Justice Co-ordinator |
| **Approved Date:** | 7 October 2022 |
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**Vision and Values**

Anglican Family Care’s vision is for strong, connected and thriving whānau and tamariki.

Anglican Family Care values:

* Whanaukataka / Facilitating relationships, creating a sense of belonging, strengthening and enhancing connections
* Kotahitaka / Building common purpose, shared direction, togetherness, and unity
* Manaakitaka / Enhancing mana through care, generosity, and respect
* Mahi Tahi / Working together with shared commitment, skills, and knowledge
* Whakahirahira / Inspiring people to grow and be their best, building on their strengths
* Awhinataka / Guiding, supporting, and nurturing people with empathy and humility

Anglican Family Care is a social services agency that has served the individual of Otago since 1970.

Our mission is to work together with Otago whānau to make change that inspires hope for a better future.

**Position Purpose**

To provide effective administration and support to the Restorative Justice (RJ) Co-ordinator, including:

* Referral management
* Administration support
* Communication and networking

**Key Responsibilities and Expected Results**

| **Key Responsibilities** | **Expected Results** |
| --- | --- |
| 1. **Referral Management** | |
| Receive referrals from the court, police diversion, or other referral sources as appropriate. Contact the appropriate service to obtain correct information if all relevant documents are not received | All relevant referral documents are received |
| Attend court in Dunedin and Alexandra to liaise with judges to assess if referrals are appropriate | Referrals to RJ are assessed appropriately |
| Meet with the offender at court to determine if the referral is appropriate. Offender is aware of RJ’s purpose and process and consents to proceed | Offender gives informed consent or not |
| Contact victim and offender with introductory information regarding RJ processes | Victim and offender are aware of the RJ processes |
| Assemble case information | Organised and accurate case information |
| Record decisions leading to acceptance of or refusal of referral and advise accordingly | Referral acceptance or refusals are processed accurately and are timely, and all relevant parties are informed |
| 1. **Administrative Support** | |
| Ensure all relevant information is communicated internally to RJ facilitators when required | RJ facilitators are supported with relevant information |
| Maintain:   * Ministry of Justice database * RJ spreadsheet/database and filing systems | Relevant administrative documentation is accurate and up to date, and closed referrals are filed appropriately |
| Action RJ facilitator payments when required | RJ facilitator remuneration is accurate and timely |
| Any other RJ administrative duties as reasonably requested | Effective RJ administrative support is given |
| Take minutes of RJ facilitator meetings | Accurate RJ facilitator meeting minutes taken |
| 1. **Professional Development** | |
| Undertake training and professional development as required | Is fully effective and knowledgeable in the role |
| Maintain knowledge about changes and developments in RJ Aotearoa in New Zealand | Compliance with government and sector standards |
| Attend supervision as appropriate | * Is supported and sustained in the role * Practice issues are identified and resolved |
| 1. **Other Duties** | |
| To undertake any other duties that may be directed by the General Manager of Anglican Family Care |  |

**Scope of Responsibilities**

The **RJ Co-ordinator Support** is responsible for coordinating all administrative activities within the RJ Programme.

**Health and Safety**

Anglican Family Care is committed to achieving the highest level of health and safety for its staff. All employees are expected to take the initiative to identify, report and resolve issues that may cause harm to themselves or others in the organisation. As an employee, the health and safety of staff members and colleagues, as well as your own, are your responsibility. You are expected to work safely and to adhere to all agency Health and Safety Policies and Procedures. It is expected that you will report all accidents or potential hazards to your direct line manager.

**Treaty of Waitangi**

Anglican Family Care is committed to its obligations under the Treaty of Waitangi. As an employee, you are required to give effect to the articles as well as the principles of the Treaty of Waitangi – Partnership, Participation and Protection.

**Person Specification**

An Overview of the person specifications for this role is as follows:

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| **Area** | **Essential** | **Desirable** |
| **Qualifications or Education:** |  | A relevant business-related qualification- business administration, office systems, or demonstrated experience in a role with similar drivers and expected outcomes |
| **Experience & Knowledge:** | * A high level of proficiency is required in Microsoft Word, Excel, Internet Explorer, and File Explorer * Proven organisational skills and administration experience in systems and processes with high accuracy and attention to detail * A current full New Zealand Driver Licence is essential |  |
| **Skills / Attributes:** | * Knowledge of processes associated with the RJ programme * Client driven (internal and external) to provide the best service and outcomes * Excellent time management, prioritising, and multi-tasking skills * Attention to detail with a high level of accuracy * Able to work comfortably within the framework of Anglican Family Care’s values * A calm, professional demeanour with the ability to maintain performance under pressure * A welcoming, friendly, and pleasant manner in person and telephone * Self-motivated with an ability to work as part of a team and independently * Knowledge of working effectively with other cultures | |

**Personal Competencies**

The competencies for the role are determined by applying the SHL Unified Competency Framework. The competencies specific to this role are as follows:

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| **Competency** | **Essential** | **Desirable** |
| 2.1 Working with People | ✓ |  |
| 3.2 Persuading & Influencing |  | ✓ |
| 3.3 Presenting & Communicating Information | ✓ |  |
| 4.1 Writing & Reporting | ✓ |  |
| 4.3 Analysing |  | ✓ |
| 5.1 Learning & Researching |  | ✓ |
| 6.2 Delivering Results & Meeting Customer Expectations | ✓ |  |
| 6.3 Following Instructions & Procedures | ✓ |  |
| 7.1 Adapting & Responding To Change |  | ✓ |
| 7.2 Coping With Pressures & Setbacks | ✓ |  |
| 8.1 Achieving Personal Work Goals & Objectives | ✓ |  |

**Other attributes/factors necessary for this position:**

* Is able to handle sensitive and/or confidential information and/or act appropriately within the varying environments and situations required of the position.
* Is able to work outside of standard hours as needed to meet the needs of clients in situations that have not been planned.

*I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and understood this position description and I am aware of the responsibilities, requirements and duties of the role and I accept this position*

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:*

***Manager***

*Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:*

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*