



## Position Description

<b>Position:</b>	Restorative Justice Co-ordinator
<b>Direct reports:</b>	Restorative Justice Co-ordinator Support Restorative Justice Facilitators
<b>Reports To:</b>	Practice Manager
<b>Approved Date:</b>	19 April 2018

### Overview

Anglican Family Care Centre has been delivering social services in Otago for over forty years, working with children and their families.

The organisation's mission is:

*'Providing social services in Otago to children and families from diverse backgrounds to restore wellbeing and enhance their social resiliency'.*

Anglican Family Care has the responsibility for delivering:

- Social services and counselling support to children and families
- Family Start programme
- Restorative Justice
- A strong brand and community relationships

### Purpose

The purpose of this position is to:

1. Co-ordinate and support the ongoing operation of Restorative Justice in Dunedin, South Otago and Central Otago.
2. Manage pre-sentence referrals ensuring that the principles of best practice for Restorative Justice in criminal and family violence cases are applied and upheld.

This includes:

- Assessing the appropriateness of pre-sentence referrals
- Assembling case information and allocating cases to facilitators
- Follow up of Restorative Justice conferences and agreements as required
- Record keeping and documentation as required.

## Key Responsibilities

The table below provides an overview of the key responsibilities for this position in the form of deliverables and expected outcomes. The deliverables outlined are presented as included in, but limited to the role.

Deliverable	Expected Outcomes
<b>1. Referral Management</b>	
Receive referrals from the court or Police Diversion	Response to referrals is timely
Contact and liaise with Police Prosecutions, Police Officer-in-Charge and Courts Victim Advisor as necessary regarding referrals	Relevant police and court staff are communicated with
Interview offender to assess suitability for Restorative Justice	Suitability for Restorative Justice assessed appropriately
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 is timely
<b>2. Referral Allocation</b>	
Send case information to facilitators	Facilitators have full case information
Contact victim and offender with introductory information regarding Restorative Justice processes	Victim and offender are aware of Restorative Justice processes
Check for facilitator conflict of interest	Referrals are allocated to appropriate facilitators
Maintain contact with facilitators throughout duration of the case	Facilitators are supported through the Restorative Justice process
Contact referring agency, defence counsel, court, prosecutions regarding progress of case and any requirements requested by facilitators	Relevant contacts updated with case progress
Liaise with Otago Corrections Facility as needed	Otago Corrections Facility updated as needed
<b>3. Conference Follow Up</b>	
Mail out reports to parties, referring agency, court, prosecutions and probation as required	Relevant contacts are updated after a conference
Follow up conferences and agreements including monitoring of completion of agreed outcomes if requested to do so	Conference agreements are monitored
Maintain database as required	Conference records are accurate and up to date
<b>4. Facilitator Group Leadership</b>	
Provide leadership to the facilitator group, including responsibility for recruitment, induction, training, supervision, accreditation, support and performance management	<ul style="list-style-type: none"> <li>• There is strong leadership and advocacy for the values and principles of the service</li> <li>• Facilitators are supported and sustained in their work</li> </ul>

Deliverable	Expected Outcomes
	<ul style="list-style-type: none"> <li>• Suitable and skilled facilitators are recruited and inducted in consultation with Practice Manager</li> <li>• Facilitators are supported towards continual improvement in their skills and knowledge</li> <li>• Facilitators receive appropriate and timely supervision in line with agency policy</li> <li>• Facilitators follow the standards of behaviour expected in the agency Code of Conduct and the Best Practice Framework</li> <li>• Facilitators follow and understand agency Policies and Procedures</li> <li>• Poor performance is managed in a timely manner and in line with legislation and policy</li> </ul>
Manage all systems and referrals as required	There is adequate infrastructure in place to support facilitators
<b>5. Staff Management</b>	
Effectively managing staff and delegating where appropriate	<ul style="list-style-type: none"> <li>• Leadership and staff direction are provided for</li> <li>• Staff receive appropriate and timely support and oversight in line with agency policy</li> <li>• Professional development plans are in place, and staff achieve identified goals</li> <li>• Staff performance reviews are conducted and/or as and when necessary</li> </ul>
<b>6. Reporting and Monitoring</b>	
Provide reports as required to the agency, and to Ministry of Justice (MoJ) funder	<ul style="list-style-type: none"> <li>• Effective reporting achieved by the first week of the month to Practice Manager</li> <li>• Appropriate reporting to MoJ in line with contract obligations</li> </ul>
Contribute to agency senior staff and staff forums as appropriate	<ul style="list-style-type: none"> <li>• Effective participation in senior staff group meetings that includes information sharing, identification of operational issues and risks and contributing to ideas that effect best practice management</li> <li>• Engagement in whole-of-agency initiatives and dynamics</li> </ul>
<b>7. Professional Standards</b>	
Ensure that standards of professional behaviour within the agency and with external stakeholders, including conference participants, are maintained at all times	<ul style="list-style-type: none"> <li>• Effective communication and respect is apparent</li> <li>• Clients safety and wellbeing is paramount</li> </ul>
Follow agency policy and procedures including such matters as confidentiality and safety	Agency standards are met

<b>8. Communication, Networking and Promotion</b>	
Liaise with relevant stakeholders at local and national levels, including within the Restorative Justice network, to continue to promote Restorative Justice	<ul style="list-style-type: none"> <li>Communicates well with stakeholders at all levels</li> <li>Restorative Justice services are well understood through appropriate promotion</li> </ul>
<b>9. Administration</b>	
Ensure all relevant information is communicated internally to facilitators when required	Facilitators are supported with relevant information
Maintain MoJ spreadsheet	MoJ spreadsheet is accurate and up to date
Maintain MoJ records	MoJ records are accurate and up to date
Maintain Restorative Justice filing systems	Restorative Justice filing systems are accurate and up to date
Action facilitator payments	Facilitator remuneration is correct and co-ordinated in a timely manner
<b>10. Professional Development</b>	
Maintain own professional development	Is fully effective and knowledgeable in the role
Maintain knowledge about changes and developments in Restorative Justice Aotearoa in New Zealand	Compliance to government and sector standards
Maintain knowledge of community resources and family violence networks	Awareness of relevant community and family violence resources and issues
Undertake training and professional development as required	Skills and knowledge enhanced
Attend supervision as appropriate	<ul style="list-style-type: none"> <li>Is supported and sustained in the role</li> <li>Practice issues are identified and resolved</li> </ul>
<b>11. Other Duties</b>	
To undertake any other duties that may be directed by the Director of Anglican Family Care	

### Scope of Responsibilities

The **Restorative Justice Co-ordinator** is responsible for the co-ordination of all activities within the Restorative Justice 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 Policy 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.

## Partners for Change Management System (PCOMS)

PCOMS may be used in Anglican Family Care services as an approach to enhance client/worker relationships, honour the client's voice and their theory of change, and demonstrates outcomes across client populations and settings.

## Person Specification

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

Area	Essential	Desirable
<b>Qualifications or Education:</b>	Tertiary qualification and related experience in restorative justice work	
<b>Experience &amp; Knowledge:</b>	<ul style="list-style-type: none"> <li>• Understands the restorative justice process</li> <li>• Understands the criminal justice system</li> <li>• Experience in team leadership and management</li> <li>• Understands the impacts of crime and the court system on victims and offenders</li> <li>• Understands the needs of victims and offenders</li> <li>• Has a working knowledge of community networks</li> <li>• A confident and effective public speaker able to make presentations and facilitate discussions with large groups of people</li> <li>• Understands contractual relationships and is able to manage contracts with the Practice Manager, Anglican Family Care</li> <li>• A current full New Zealand Driver Licence is essential</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of family violence dynamics</li> <li>• Experience in working in the family violence sector</li> </ul>
<b>Skills / Attributes:</b>	<ul style="list-style-type: none"> <li>• Able to work with Senior Staff Group and Senior Management on matters of sensitivity and confidentiality</li> <li>• Able to communicate well and work collaboratively with stakeholders at all levels</li> <li>• Excellent time management, prioritising and multi-tasking</li> <li>• Well-developed assessment skills</li> <li>• Ability to provide leadership and manage the organisation of a team – workload management, reporting, administration and planning</li> </ul>	

	<ul style="list-style-type: none"> <li>• Negotiation and conflict resolution skills</li> <li>• Ability to set boundaries and differentiate between work and personal relationships</li> <li>• The ability to work well and think clearly under pressure</li> <li>• An understanding of Health &amp; Safety practices</li> </ul>
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## 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:

Competency	Essential	Desirable
1.1 Deciding & Initiating Action	✓	
1.2 Leading & Supervising	✓	
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	✓	
5.2 Creating & Innovating		✓
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 negotiated 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: \_\_\_\_\_