

**Position Description**

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| **Position:** | **Restorative Justice Co-ordinator Support** |
| **Direct reports:** | None |
| **Reports To:** | Restorative Justice Co-ordinator |
| **Approved Date:** | 26 April 2018 |
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**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 provide support to the Restorative Justice Co-ordinator, including:

* Assessing the appropriateness of pre-sentence referrals
* Assembling case information and distributing as required
* Follow up of Restorative Justice conferences and agreements as required
* Record keeping and documentation as required
* Attending court to meet offenders and assess referrals.

**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** |
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| 1. **Referral Management** | |
| 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 |
| 1. **Referral Allocation** | |
| 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 |
| 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 |
| 1. **Conference Follow Up** | |
| 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 |
| 1. **Reporting and Monitoring** | |
| Prepare reports as required to Ministry of Justice (MoJ) funder | * Appropriate reporting to MoJ in line with contract obligations |
| Contribute to staff forums as appropriate | * Engagement in whole-of-agency initiatives and dynamics |

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| 1. **Professional Standards** | |
| Ensure that standards of professional behaviour within the agency and with external stakeholders, including conference participants, are maintained at all times | * Effective communication and respect is apparent * Clients safety and wellbeing is paramount |
| Follow agency policy and procedures including such matters as confidentiality and safety | Agency standards are met |
| 1. **Communication, Networking and Promotion** | |
| Maintain a positive relationship with relevant stakeholders at local and national levels, including within the Restorative Justice network, to continue to promote Restorative Justice | * Communicates well with stakeholders at all levels * Restorative Justice services are well understood through appropriate promotion |
| 1. **Administration** | |
| 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 |
| 1. **Professional Development** | |
| 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 | * 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 Director of Anglican Family Care |  |

**Scope of Responsibilities**

The **Restorative Justice Co-ordinator Support** is responsible for the co-ordination of all administration activities within the Restorative Justice Programme. This role will involve cover for the Restorative Justice Co-ordinator when required.

**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:

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| **Area** | **Essential** | **Desirable** |
| **Qualifications or Education:** | Tertiary qualification and related experience in restorative justice work |  |
| **Experience & Knowledge:** | * Understands the restorative justice process * Understands the criminal justice system * Proven administration experience * Understands the impacts of crime and the court system on victims and offenders * Understands the needs of victims and offenders * Has a working knowledge of community networks * A current full New Zealand Driver Licence is essential | * Knowledge of family violence dynamics * Experience in working in the family violence sector * A confident and effective public speaker able to make presentations and facilitate discussions with large groups of people * Understands contractual relationships and is able to manage contracts with the Practice Manager, Anglican Family Care |
| **Skills / Attributes:** | * Able to communicate well and work collaboratively with stakeholders at all levels * Excellent time management, prioritising and multi-tasking * Well-developed assessment skills * Negotiation and conflict resolution skills * Ability to set boundaries and differentiate between work and personal relationships * The ability to work well and think clearly under pressure * An understanding of Health & Safety practices | |

**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** |
| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*