

Job Description

Community Justice Coordinator

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

The Community Justice Coordinator is responsible for administering the community justice program in order to ensure the program is effective and meets all legislative and community justice requirements.

SCOPE

(The way that the position contributes to and impacts on the organization)

The Community Justice Coordinator reports to the Senior Administrative Officer and is responsible for administering the community justice program. This includes managing the program; providing support and advice to the Community Justice Committee; researching and advising on community justice models and options; and managing community justice funding.

Providing adequate services will result in a fair and responsible community justice program that allows for justice to be carried out in an effective manner within the community which will have a significant effect on the overall well being of community residents.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Coordinate the community justice program to ensure it is effective and efficient

Main Activities

- Establish the community justice program in the community
- Conduct research into client backgrounds and sentencing options
- Manage and administer community justice funding
- Ensure forms and paperwork are properly completed
- Maintain confidential client records and records of decision
- Submit community justice reports and records of decision
- Follow-up to ensure sentencing has been completed

2. Provide support to the Community Justice Committee to ensure appropriate and proper decision making

Main Activities

- Establish the community justice committee
- Provide training and orientation to community justice committee members
- Provide support and advice to the community justice committee
- Chair workshops on community and restorative justice

- Assist community justice committees to develop community policing and crime prevention projects
- Guide committees through a healing justice process
- Plan and develop the yearly workplan in consultation with communities/organizations on community justice activities
- Assist the Community Justice Committee with sentencing options
- Arrange Community Justice Committee meetings
- Take minutes at meetings and document sentencing decisions
- Administer committee funding

3. Conduct research on, and develop community justice programs to ensure that effective programs are in place

Main Activities

- Conduct research on community justice models and practices
- Identify best practices
- Adapt programs to meet local community conditions
- Develop community justice programs
- Recommend programs to the Community Justice Committee
- Act as a liaison between the Committee and the community
- Develop partnerships within the community to develop and promote the program

4. Secure and manage funding for the community justice program

Main Activities

- Prepare proposals for funding
- Prepare the community justice program budgets
- Maintain financial records
- Submit financial reports to funding agencies

5. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ community justice theories and models
- ✓ traditional justice models
- ✓ restorative justice theories and models
- ✓ healing justice programs
- ✓ an understanding of relevant municipal, territorial and federal legislation, policies and procedures
- ✓ an understanding of sentencing programs and options
- ✓ an understanding of the community justice system
- ✓ an understanding of the northern economic, cultural and political environment

Skills

The incumbent must demonstrate the following skills:

- ✓ ability to coordinate and implement a community justice program
- ✓ team building skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal, presentation and listening communications skills
- ✓ effective negotiation and mediation skills
- ✓ effective written communications skills
- ✓ computer skills including the ability word-processing programs
- ✓ stress management skills
- ✓ time management skills

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Community Justice Coordinator. The incumbent must also demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics

The Community Justice Coordinator would normally attain the required knowledge, skills and attitudes through training and experience in community justice programming.

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Community Justice Coordinator will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Community Justice Coordinator may also have to do some light lifting of supplies and materials from time to time.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The Community Justice Coordinator may have to manage a number of projects at one time. The Community Justice Coordinator may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

(The nature of demands on the incumbent's senses)

Sensory demands include use of the computer, which may cause eyestrain and occasional headaches. The municipal office may be noisy and busy making it difficult for the Community Justice Coordinator to concentrate.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The Community Justice Coordinator will have to manage a number of requests and situations at one time. Stress may be caused by the need to complete tasks within tight deadlines.

CERTIFICATION

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Employee Signature	Supervisor's Title
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Printed Name Date	Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
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Senior Administrative Officer's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.