COMMUNITY JUSTICE COORDINATOR
Training Needs Assessment Evaluation Form

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

COMMUNITY JUSTICE COORDINATOR
Training Needs Assessment Evaluation Form

Instructions:

The information contained in this evaluation is strictly confidential. The supervisor will meet with the employee to review the employee's performance and complete the Community Government Performance Evaluation Form. Input form the employee is critical. The employee will have an opportunity to make comments concerning the review in the employee comments section of this form. The information will be used to develop an individual training plan for the employee as well as a training plan for the community.

The employee will be rated as follows for each competency: Each competency is to be rated as follows:

1 – Needs significant improvement – employee is unable to complete task or perform function in a satisfactory manner even though assistance is routinely provided	1 – Competency has little significant to the position
2 – Needs improvement - employee can complete task or perform function with considerable assistance	2 – Competency has minor significance to the position
3 – Satisfactory – employee can complete task or perform function in a satisfactory manner with little or no assistance	3 – Competency is important to the position
4 – Very good – employee consistently completes task or performs functions in an above average manner with little or no assistance	4 – Competency has major significance to the position
5 – Outstanding – employee consistently completed task or performs function at a very high level with little or no assistance	5 – Competency is critical to the effective performance of the position

For more information on how to complete this review please contact the Regional Office of the Department of Municipal and Community Affairs or the MACA School of Community Government.

COMMUNITY JUSTICE COORDINATOR
Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill					

Major Category	Skill	Subskill					
Community Justice Programs	**Organize and support the justice committee**	Establish the community justice committee	Provide training to community justice committees	Provide orientation to community justice committees	Provide support to the community justice committee	Provide guidance to the community justice committee	Assist the community justice committee with sentencing options
		P □ S □ 5	P □ S □ 5	P □ S □ 5	P □ S □ 5	P □ S □ 5	P □ S □ 5
		Chair workshops on community and restorative justice	Assist community justice committees to develop community policing and crime prevention projects	Guide communities through a healing justice press	Plan and develop yearly workplan in consultation with communities/ organizations on community justice activities		
		P □ S □ 5	P □ S □ 5	P □ S □ 5	P □ S □ 5		
	Conduct research on, and develop community justice programs	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	Network with other organizations and agencies
		P □ S □ 4	P □ S □ 4	P □ S □ 4	P □ S □ 4	P □ S □ 4	P □ S □ 4

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Major Category	Skill	Subskill					
Community Justice Programs	**Possess knowledge of community justice**	Possess knowledge of community justice theories and models	Possess knowledge of traditional justice models	Possess knowledge of restorative justice theories and models	Possess knowledge of healing justice programs	Possess knowledge of community justice practices	
		P S 4	P S 4	P S 4	P S 4	P S 4	
Financial Management	**Prepare budgets and conduct financial planning**	Perform cost benefit analysis	Assist with capital plan	Identify priorities of organizations	Review historical costs	Review year-to-date expenditures	Estimate areas of revenue
		P S 3	P S 3	P S 3	P S 3	P S 3	P S 3
		Estimate expenditures	Forecast cash flows	Allocate funds to program activity	Prepare draft budgets	Submit budget for approval	Implement budgets
		P S 3	P S 3	P S 3	P S 3	P S 3	P S 3
		Review budgets	Conduct analysis	Adjust budget estimates	Amend quarterly budget	Develop remedial action plan	Develop deficit recovery plan
		P S 3	P S 3	P S 3	P S 3	P S 3	P S 3
		Monitor and control costs					
		P S 4					

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Major Category	Skill	Subskill					

Financial Management — **Research additional funding**

Identify funding sources	Administer funds	Review funding options	Write funding proposals	Assist with grant applications and proposals	
P | S | 4	P | S | 4	P | S | 4	P | S | 4	P | S | 4	

Manage projects

Identify project areas	Prioritize projects	Prepare scope of work project estimates	Prepare tender documents	Negotiate contracts	Award contracts
P | S | 4	P | S | 4	P | S | 4	P | S | 4	P | S | 4	P | S | 3

Manage projects

Coordinate contracts	Administer contracts	Monitor contracts	Amend project budgets	Evaluate contracts	Prepare project reports
P | S | 4	P | S | 4	P | S | 4	P | S | 4	P | S | 4	P | S | 4

Prepare financial reports

Prepare variance reports	Provide reports to funding agencies	Report to funding agencies	Review quarterly variance reports	Submit report to council for approval	
P | S | 3	P | S | 3	P | S | 3	P | S | 3	P | S | 3	

Executive Functions/Council Support — **Coordinate meetings**

Prepare management reports	Assist with preparation of motions, bylaws, policies and procedures	Attend board meetings	Report to council on general operations	Present management reports	Implement board direction and decisions
P | S | 4	P | S | 4	P | S | 4	P | S | 4	P | S | 4	P | S | 4

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Executive Functions/Council Support

Implement band council resolutions

Implement council directions and decisions	Prepare band council resolutions	Submit BCR for approval	Submit approved BCR to DIAND and other agencies		
P · S 3	P · S 3	P · S 3	P · S 3		

Provide support to chief and council

Prepare briefing notes, positions	Prepare discussion papers	Provide advice to chief and council	Make recommendations to council	Seek legal interpretation and advice	Draft policies and guidelines
P · S 3	P · S 3	P · S 3	P · S 3	P · S 3	P · S 3

Provide support to chief and council

Demonstrate awareness of traditional law and customs	Liaise with band companies	Liaise with designated organizations and agencies	Assist with setting goals and objectives	Lobby government and agencies	Communicate legislative requirements to council
P · S 3	P · S 3	P · S 3	P · S 3	P · S 3	P · S 3

Provide advice on policy, procedures and bylaws	Assist in defining goals and objectives	Prepare decision summaries			
P · S 3	P · S 3	P · S 3			

Ensure compliance

Identify applicable legislation	Demonstrate familiarity with applicable legislation	Comply with applicable legislation	Comply with policies and procedures		
P · S 4	P · S 4	P · S 4	P · S 4		

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Executive Functions/Council Support	**Possess knowledge of council systems**	Possess knowledge of council systems	Possess knowledge of committee systems				
		P | S | 3	P | S | 3				
Perform Administrative Functions	**Conduct planning**	Provide assistance and advice with community planning	Provide assistance and advice with strategic planning	Provide advice and assistance with preparation of the capital plan	Assist with implementation of the capital plan	Prepare plans for short term projects	Set objectives
		P | S | 4	P | S | 4	P | S | 4	P | S | 4	P | S | 4	P | S | 4
	Conduct planning	Develop forecasts	Track and analyze historical data	Provide assistance and advice with capital works projects			
		P | S | 4	P | S | 4	P | S | 4			
	Participate in risk management planning	Assess risk	Manage risk	Review insurance coverage	Implement loss control system	Address liability issues	
		P | S | 4	P | S | 4	P | S | 4	P | S | 4	P | S | 4	
	Provide information management	Keep daily reports	Track data using computer software applications	Generate activity reports for clients and council			
		P | S | 4	P | S | 4	P | S | 4			

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Technical Skills	**Possess computer skills**	Use word processing software programs	Use spreadsheet software programs	Use database software programs	Use utility software programs	Operate e-mail and Internet	Use presentation programs
		P □ S □ 4	P □ S □ 4	P □ S □ 4	P □ S □ 4	P □ S □ 4	P □ S □ 4

Communication	**Use effective communication**	Read and comprehend business documents	Write clearly and concisely	Practice listening skills	Speak effectively	Make presentations	Demonstrate negotiation skills
		P □ S □ 4	P □ S □ 4	P □ S □ 4	P □ S □ 4	P □ S □ 4	P □ S □ 4

Communication	**Maintain public relations**	Maintain customer service	Assist with community events	Liaise with community organizations and agencies			
		P □ S □ 4	P □ S □ 4	P □ S □ 4			

	Provide information	Provide education about programs and services	Develop information pamphlets and brochures	Perform public speaking duties	Perform public relations duties		
		P □ S □ 4	P □ S □ 4	P □ S □ 4	P □ S □ 4		

Legislation	**Comply with policies and regulations**	Comply with territorial acts and regulations	Comply with federal acts and regulations	Comply with municipal acts and regulations	Comply with council resolutions an policies	Seek legal interpretation and advice	Research legislation to develop policies or bylaws
		P □ S □ 5	P □ S □ 5	P □ S □ 5	P □ S □ 5	P □ S □ 5	P □ S □ 5

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Professionalism

Demonstrate good work habits

Manage stress	Take direction	Motivate self	Demonstrate dependability and accountability	Maintain confidentiality	Make decisions
P S 4	P S 4	P S 4	P S 5	P S 5	P S 4

Manage time	Demonstrate willingness to perform alternate duties as required	Demonstrate punctuality	Demonstrate flexibility	Demonstrate organizational abilities	Work with minimal supervision
P S 4	P S 4	P S 5	P S 4	P S 5	P S 5

Meet deadlines	Employ analytical skills	Demonstrate responsibility	Be a team player	Cooperate with others	Respond positively to others
P S 5	P S 5	P S 5	P S 5	P S 5	P S 5

Demonstrate positive personal attributes and ethical behaviour

Accept change	Adapt to situations	Compromise	Separate personal and professional life	Pursue personal and professional development	Demonstrate patience
P S 4	P S 4	P S 4	P S 4	P S 4	P S 5

Demonstrate positive personal attributes and ethical behaviour

Maintain a positive attitude	Demonstrate honesty	Possess sense of humour	Display tact	Demonstrate diplomacy	Demonstrate courtesy
P S 4	P S 5	P S 4			

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Comments:

1. Supervisor's comments

2. Expectations for the coming year/workplan

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3. Employee goals and objectives

4. Career Goals

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5.   Recommended training

6.   Employee Comments

Employee:	Supervisor:
Title:	Title:
Signature:	Signature:
Date:	Date: