

1. IDENTIFICATION

Position No. 05-05035	Job Title Community Justice Specialist	Supervisor's Position Community Justice Manager (05-12000)	
Department Justice	Division/Region Community Justice	Community Iqaluit	Location Iqaluit
Fin. Code: 05110-01-1-111-0500300-01-????			

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <ul style="list-style-type: none"> • Reporting to the Community Justice Manager, the incumbent will oversee the delivery of the Community Justice Division’s community-based justice programming in one of four Nunavut regions. (and spearheads one of # areas of specific focus of CJ program delivery including Crime prevention, restorative practices, offender reintegration, after-care programs and Contribution Agreement accountability) • The incumbent works in collaboration with the contribution agreement holder in the development of Community Justice Outreach Worker accountability, staff performance and evaluation. The incumbent provides guidance, consultation, training and assistance to increase the capacity of Community Justice Committees in the development and implementation of community-based restorative justice programs including adult offender diversion, extra-judicial measures for youth, and offender reintegration. CJ Specialists also assist various community groups in the delivery of community-based justice initiatives. • The incumbent promotes and supports crime prevention, community education, advocacy for positive change, and assistance to victims of crime initiatives at the community level. • The incumbent will provide assistance to the Community Justice Manager in the Government’s delivery of the <i>Family Abuse Intervention Act (FAIA)</i>. The incumbent will organize and deliver training for Community Justice Outreach Workers (CJOW) and assist in the delivery of community awareness in Nunavut communities. The incumbent will monitor and support the <i>FAIA</i> program delivery in the region. • The incumbent will work collaboratively with other Community Justice Specialists, the Community Justice Manager and the Director in program planning for the enhancement and growth of community-base justice initiatives in Nunavut. The incumbent assists in financial forecasting and provides assistance in other departmental program areas as requested by the Community Justice Manager. This work includes overseeing financial contributions agreements with municipalities and nongovernmental agencies.
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3. SCOPE

Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets. What is the magnitude of that impact?

- Reporting to the Community Justice Manager, the candidate is the representative for the Department of Justice in one of the regional offices, responsible for community-based justice program development in those communities located within that particular region (the Kitikmeot, Kivalliq, North Qikiqtaaluk, or South Qikiqtaaluk).
- The Community Justice Specialist facilitates and supports the development of community-based justice programs in the region and acts as a liaison between the Department and community-based justice programs. The Community Justice Specialist (CJS) assists the Community Justice Committees to develop and deliver culturally relevant pre and post-charge responses to diversion, crime prevention initiatives, justice education, and advocacy. The CJS promotes the development and implementation of other community-based restorative justice initiatives including family mediation services, assistance for victims of crime, and the implementation of appropriate community-based responses for applicants under the *FAIA*.
- The Community Justice Specialist (CJS) works with Community Justice Committees (CJC) in the region and facilitates CJC's capacity building by involving the CJC's in the planning, development and delivery of community-based justice program. The incumbent will train and provide ongoing support and guidance to the Community Justice Committees and Community Justice Outreach Workers (CJOW's) in the region. The incumbent will monitor and evaluate the community-based justice programs in the region in order to report and advise the Community Justice Manager of community justice program delivery in Nunavut.
- The Community Justice Specialist will advise and assist in the program development, program management and continued expansion and delivery of the *Family Abuse Intervention Act* including counselling services to families through the provision of appropriate community intervention orders under the *FAIA*.
- In addition, the Community Justice Specialist will organize and facilitate training events and workshops for community-based justice program staff and Community Justice Committees to enhance their capacity to provide appropriate community-based justice programs.
- Community Justice Specialist will also assist in maintaining a network between the Community Justice Outreach Workers, the RCMP, Crown Prosecutors, community resources and links clients to various government programs and services, such as victim's service coordinator, family mediation and assisting in a referral process with other government departments.
- The incumbent will participate in an on-call rotation with other Community Justice staff as directed by the Community Justice Manager.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities

that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

The Community Justice Specialist will provide direct supervision to Government of Nunavut employed Community Justice Outreach Workers in their region by:

- Directly supervising the GN CJOW in regard to performance, attendance, leave, Human Resources and evaluation. Drafting performance review and recommending discipline actions to the Community Justice Manager.
- Being knowledgeable of *FAIA* and community-based justice models and practices.
- Providing on-the-job training and coaching in community-based justice practices.
- Providing training in program development and delivery
- Meeting individually or in groups to discuss activities on a regular basis.
- Reviewing written materials submitted, as outlined in the Contribution Agreement, including activity reports and year end reports to ensure they conform with Departmental requirements.
- Reviewing completed Emergency Protection Orders and Community Intervention Orders applications submitted by the CJOW to ensure accuracy and completeness.
- Being available at least every 6 weeks for a two week on call rotation
- Being available to cover leave of other Specialists/regions as needed

Facilitates a community development process to promote and assist Community Justice Committees and various community groups in the region to deliver community-based justice programming for adults and youth by:

- facilitating a community collaborative approach that involves community members and municipalities to develop appropriate community-based justice initiatives
- providing training and ongoing support of Community Justice Committees
- providing knowledge and expertise in the area of restorative justice models
- providing knowledge in the area of organizational and program development
- evaluating community resources and needs in the region
- developing appropriate strategies to enhance community capacity
- liaising with other Justice organizations such as Department of Public Prosecutors, RCMP and Nunavut Court of Justice

Provides regional program support, guidance, and training to the Community Justice Outreach Workers in the region by:

- being knowledgeable of *FAIA* and providing training on the *Act* and its Orders.
- providing a role model for Community Justice Outreach Worker.
- providing on-the-job training and coaching in community-based justice practices
- providing training in program development and delivery
- meeting with Community Justice Outreach Workers individually or in groups to discuss their activities on a regular basis
- reviewing written materials submitted, as outlined in the Contribution Agreement, including activity reports and year end reports to ensure they conform with Departmental requirements
- Reviewing completed Emergency Protection Orders and Community Intervention Orders applications submitted by the CJOW to ensure accuracy and completeness.
- Performance appraisals of the CJOW shall be conducted by the SAO in consultation with

CJS

- Have monthly conference calls with the CJOW's in their Regions to review issues affecting each Community

Monitors and evaluates community-based justice programs to ensure effectiveness and efficiency by:

- conducting periodic evaluation of community-based justice programs
- monitoring program delivery in relation to departmental guidelines and procedures
- monitoring administrative process utilized in community-based justice programs
- developing and preparing reports with recommendations on appropriate program and/or administrative procedures
- developing and implementing specific strategies for improvement of programs and services as required

Organizes, coordinates and facilitates training workshops for CJOW and Community Justice Committees and other Department of Justice staff by:

- assessing training needs in collaboration with Community Justice Committees, CJOW's and other Departmental staff
- identifying appropriate training resources
- writing proposals
- assisting with coordination and preparation travel arrangements for participants
- Evaluating and reporting on training events
- Facilitating training for CJOWs and Community Justice Committees

Assists the Community Justice Manager in program planning and regional financial forecasting by:

- maintaining and submitting timely program statistics and activity reports.
- analysing trend data on crime and community-based justice programs.
- evaluating community needs and formulating solutions to identified needs.
- monitoring program expenditures and advising of variations.
- Consulting with referral partners and maintaining networks.

Provides guidance, consultation and assistance to Department of Justice staff in the development and implementation of community-based justice programs including FAIA by:

- liaising and maintaining open communications with other Department of Justice staff, other criminal justice practitioners and correctional facilities, as well as Federal Department of Justice.
- consulting with other departmental staff in the interpretation and implementation of new or existing programs, policies and procedures.
- encouraging various community, regional and governmental officials and groups in the use of innovative approaches dealing with offenders, victims and communities.
- assisting in the development and delivery of staff-training and support materials to departmental, and other staff, in the area of community-based justice.
- compiling a resource manual of community-based justice materials and acting as a regional resource in all adult and youth community-based justice programs areas.
- assisting community/regional groups and individuals to prepare appropriate plans and

proposals.

- meeting with community and regional groups, committees, volunteers, community leaders to identify issues, problems needs, and possible solutions.
- preparing disseminating information on programs, services and resources available to assist communities and regions in developing effective and efficient community-based justice services.
- assisting community groups to develop and submit proposals and descriptions which meet local, regional and Department of Justice needs; and
- Assisting the development of the evaluation framework for community justice.

Provides assistance in other departmental program areas as requested by the Community Justice Manager by:

- Liaising with the Court Services to provide support and training to CJOW and Community Justice Committees on *FAIA*.
- Liaising with Victims Services Coordinator to provide information and services for victims as required and referral to other justice and interdepartmental programs and services.
- Providing other assistance as and when required.

Works in collaboration with Contribution Agreement Recipients by:

- Initiating regular contact with the Contribution Agreement Recipient to ensure effective delivery of services and programs outlined in the Contribution Agreement.
- Addressing concerns and issues in relation to the Contribution Agreement, budgets, employment of the CJOW and overall delivery of the programs and services outlined in the Contribution Agreement.
- Increasing awareness of the roles and responsibilities of the CJOW, CJC, CJS and the Recipient as outlined in the Contribution Agreement.
- Actively encouraging the Recipient to submit reporting requirements in accordance to the due dates outlined in the Contribution Agreement.
- Be involved with the decision-making process in their Regions
- Formalize a regional communications system to ensure CJOW's issues and suggestions are reviewed an ongoing basis not just yearly with their performance.

The Community Justice Specialist will travel to each one of their Communities

- Working with the Recipient, Justice Committee and CJOW to evaluate community justice programs, diversion referral process, crime prevention, victim services and Justice advocacy work
- Conduct a file audit to ensure files such as CJOW Activity reports, CJC Activity reports and Diversion and *FAIA* Stats are current and contain proper information to submit to HQ
- Liaison with applicable community partners on issues of mutual concern by individual meetings and interagency meetings
- Ensure Community Justice Committee ideas are put forward in a proper proposal format.
- Deliver training sessions in order to enhance the CJOWs practical skills
- Organizing and facilitating public information sessions on Community Justice Programs

- Participate in Capacity Building for Community Justice Committees and provide Individualized training for each Committee as needed

The Community Justice Specialist will be responsible for encouraging compliance of the terms outlined in the Contribution Agreement by:

- Ensuring that the minimum amount of dollars, as outlined in the Contribution Agreement, is being spent on programs.
- Reviewing and verifying that the financial records and reporting are complete and accurate as outlined by the Contribution Agreement
- Reviewing the Contribution Agreement and ensuring that the deliveries of the programs are implemented according to proposed financial budget as outlined in the Contribution Agreement
- Filing and maintaining financial documents such as receipts and invoices

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

The candidate must have knowledge of the programs and services currently available through the federal and territorial governments. The ability to work and foster a team environment demonstrating respect and sensitivity to other beliefs and opinions is essential. The candidate must have a knowledge and sensitivity to community issues and points of view. The candidate must be self motivated and able to use a computer for word processing, presentations, etc.

Contextual Knowledge

- Knowledge of various Acts such as the *Child and Family Services Act* and the *Family Abuse Intervention Act*.
- Detailed knowledge of restorative justice models and the criminal justice system
- Detailed knowledge of political development of Nunavut
- Working knowledge of community development techniques and processes
- Working knowledge of Inuit Qaujimajatuqangit and cross-cultural issues
- Working knowledge of GN financial and Human Resources policies, procedures and practices or the ability to learn these in a reasonable time frame

Skills and Abilities

- Ability to work independently with minimal guidance and supervision
- Ability to choose appropriate community development techniques and processes and apply them in communities where resources may be extremely limited
- Ability to plan, implement and monitor community-based justice initiatives
- Ability to organize and deliver training to those involved in community justice initiatives in Nunavut, community-based personnel and Department of Justice staff
- The ability to communicate in more than one of the Nunavut's official languages is an asset

- Ability to be prepared for an annual performance review process
 - Ability to communicate effectively with CJOW's/SAO's/Community groups
 - Good interpersonal, communication skills and experience/ability in working within a team environment
 - Good supervisory and organizational skills
- Qualifications requirements:
- Typically, the contextual knowledge, skills and abilities would be attained through completion of a Diploma in Social Sciences or related field with a minimum of 3 years' related experiences.
 - Experience supervising or managing staff.
 - Office Management experience would be considered an asset
- A combination of education and experiences will be considered

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

The amount of traveling by small airplanes to great distances could cause discomfort due to long periods of sitting in a confined area.

- Due to the events which occur within a community the incumbent will be required to attend public or private meetings held during the evenings or weekends and may cause fatigue.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

- A high percentage of these tasks involve travel to isolated communities by small aircraft.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

- Eye and mental strain from working on computer for extended periods of time.
- Need to stay focused during long meetings and to attentively listen and record information during meetings.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

- The seriousness and complexity of cases and social problems among victims, offenders and communities is stressful. Contacts are most difficult due to normal hostilities and sometimes unreasonable expectations or demands.
- Working with community groups, committees and contractors to meet the ever-changing needs of offenders, victims and the communities is stressful.
- Traveling in harsh climate conditions causes delays and emotional and physical stress.
- Sharing accommodations in hotels in smaller communities causes emotional and physical stress.
- A large amount of time is spent away from home which may lead to stress and burnout.

7. CERTIFICATION

_____ Employee Signature	Community Justice Manager (05-12000) Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ 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.
_____ Deputy Head Signature	
_____ Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

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

ADDITIONAL REQUIREMENTS

Position Security

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check