

## 1. IDENTIFICATION

<b>Position No.</b> Generic	<b>Job Title</b> Community Justice Outreach Worker	<b>Supervisor's Position</b> Community Justice Specialist (See Appendix A)	
<b>Department</b> Justice	<b>Division/Region</b> Community Justice	<b>Community</b> See Appendix A	<b>Location</b> See Appendix A
<b>Fin. Code:</b> See Appendix A			

## 2. PURPOSE

<b>Main reason why the position exists, within what context and what the overall end result is.</b>
The Community Justice Outreach Worker (CJOW) will coordinate and facilitate the work of the Community Justice Committee regarding restorative justice referrals for pre / post-charge diversions. The CJOW increases public awareness and access of Applicants and Respondents to the Family Abuse Intervention Act and liaising with Community Justice stakeholders including the RCMP, Community Corrections, Family Services, Parole, etc. Through outreach, raises the confidence of community members in Community Justice, and inspires community involvement in Community Justice programs and processes. Promotes / supports crime prevention initiatives and models healthy and sustainable lifestyles in the community. Gathers and distributes GN Justice and community resources and contact information to community members.

## 3. SCOPE

<b>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?</b>
Reporting to the Community Justice Specialist, the Community Justice Outreach Worker (CJOW) will provide executive support for the Community Justice Committee (CJC) and coordinate the CJC Diversion and Crime Prevention programs and provides written reports to the Regional Community Justice Specialists.
The CJOW will work closely with the Regional Community Justice Specialist in the Government's implementation and delivery of the Family Abuse Intervention Act (FAIA). The intention of the Act is to provide safety to victims and support their families to allow victims and their families to remain in their home, where they have access to family, school, employment and community support.
This position will be responsible for facilitating communication between the Department of Justice, R.C.M.P., Crown, and other community organizations in the areas of Diversion, <i>Family Abuse Intervention Act</i> , victim services, crime prevention, family mediation and offender reintegration.
Another function will be to provide support and assistance with public education and awareness about victim's programs and victim's issues and crime prevention.

## 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 Outreach Worker (CJOW) will be required to provide the Community Justice Committee with executive support by Coordinating and facilitating the work of the Community Justice Committee regarding referrals for pre / post-charge diversions.

The CJOW Increases public awareness and access to the Family Abuse Intervention Act and liaises with Community Justice stakeholders including the RCMP, Community Corrections, Family Services, Corrections and Parole etc.

Through outreach, The CJOW will raise the confidence of community members in the Community Justice Program and inspire community involvement in Community Justice and processes.

The CJOW will promote, support and assist with victims' programs, crime prevention initiatives and healthy sustainable lifestyles in the community.

The CJOW will act as a Departmental contact for Community Members by gathering and distributing GN Justice and community resources and contact information.

The CJOW will also take direction and other responsibilities from his/her supervisor pertaining to the overall goals and mandate of the job required and department.

### 1. Administrative and Program Support to the Community Justice Committee by:

- Keeping regular contact with Chairperson;
- Arranging meetings (committee meetings & referral meetings)
- Prepare meeting agendas;
- Preparation of writing and distributing minutes;
- Preparing and submitting activity reports and statistical data;
- Prepare and submitting reports to funders;
- Write letters for the CJC;
- Assist in Restorative Justice facilitation with the CJC
- Assist in training of CJC on Restorative Justice process with the CJS;
- Preparing budgets;
- Submitting invoices for payments;
- Monitoring expenses of CJC;
- Providing advice to the CJC on various issues;
- Purchasing program supplies;
- Assistance in writing proposals for grants and contributions funding for special projects or programs;
- Keeping records and files organized and secure;
- Supporting the development and facilitation of crime prevention activities;
- Supporting the development and facilitation of victims support services;
- Provides Offender Reintegration to clients returning to the community after serving a

custodial sentence;

- Responds to phone calls from community;
- Liaison and contact for the CJC with other organizations;
- Coordinates programs such as school visits, radio shows, crime prevention activities and victims support information;
- Handles all other administrative matters and other documents as directed by supervisor;
- Assist in arranging for offender re-integration from referral sources

## **2. Restorative Justice/Diversion Program:**

- Attending court to receive Diversion Client referrals;
- Receive confidential information from RCMP & Crown about alternative diversion referrals;
- Provide information to victims regarding referred cases;
- Keeping individuals involved in referral cases informed as needed.
- Contacting the offender and parents (if required) advising of the set date for referral;
- Contacting the victim if required;
- Completing diversion forms;
- Working with the RCMP and Crown Prosecutor facilitating alternative diversion referrals;
- Meet with and monitor diversion clients that have come before the CJC to determine whether they are living up to the agreement they have signed with the CJC; Providing the referral source with follow up information.

## **3. Family Abuse Intervention Act:**

- Responsible for the effective implementation and delivery of the Family Abuse Intervention Act by acting as a formal designate.
- **Assisting applicants** under the FAIA to obtain the following orders:
  1. emergency protection order
  2. community intervention order
- Assisting Applicants with Safety Planning, applications to Vary/Revoke FAIA Orders and linking them to community resources.
- **Assisting respondents:**
- Ensure basic understanding of EPO and CIO Orders, assisting with connecting respondents with emergency shelters, applications to Challenge and accessing community resources.
- Develop and maintain a list of Emergency Shelters for Respondents
- Communicates and works closely with Regional Community Justice Specialist and the FAIA Manager regarding the activities of the CJC and the implementation of the FAIA;
- Works closely with the Justice Committee members, RCMP, and Court Services on FAIA orders;
- Maintains fairness & confidentiality.;
- Maintains effective and confidential record keeping;
- Maintains objectivity in regard to the dual role with FAIA Applicants and Respondents.

**The CJOW will be responsible for referring clients to Department of Justice programs and services, as well as other appropriate programs and services that are suitable:**

- Communicates with the Regional Community Justice Specialist, the FAIA Manager and the Victims Services Coordinator to refer clients to appropriate programs and services within Community Justice and other organizations:
  1. Victims Services
  2. Mediation
  3. Health
  4. Family Services
  5. Traditional Counsellors
- Develop and maintain a complete list of counselling resources from their respective community.
- Develop and maintain a list of Alternative Homes for Respondents in their respective community.
- Serve as a liaison representing the CJC with RCMP and other agencies in the community.

## 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 behaviors 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.**

### **Contextual Knowledge:**

- Knowledge and understanding of victims of crime issues;
- Knowledge of Inuit culture and IQ principals as they pertain to social justice and Inuit Societal Values;
- Knowledge of underlying socio-economics issues which affect victims;
- Knowledge of criminal procedures and court processes;
- Knowledge of adult and youth justice systems within Nunavut;

### **Skills:**

- Effective communication skills both verbally and written is required;
- Effective presentation skills and public speaking abilities;
- Working knowledge of Excel, Word and PowerPoint presentation programs;

### **Abilities:**

- The ability to communicate in more than one of the Nunavut's official languages is an asset
- Ability to engage the public, organize public events and meetings;
- Ability to compile statistics and data;
- Ability to work independently with minimal guidance and supervision;

### **Qualification requirements:**

3 years related experience

A Combination of education and experience 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.

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 week-ends and may cause fatigue.

Long periods of sitting and working at a computer

Long periods of sitting in meetings

### 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.

There may be occasional travel requirements for this position. It is likely that travel will be within Nunavut.

Traveling in harsh climate conditions cause delays and emotional and physical stress.

### Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments 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.

The Community Justice Outreach Worker will be required to exercise considerable judgment on the basis of telephone and in-person meetings with victims. They will be required to assimilate a range of sensory impressions – particularly showing attuned emotional judgment – with considerable speed and accuracy in order to effectively evaluate situations and provide appropriate information.

Need to stay focused during long meetings and to record concerns expressed at 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.

There will be considerable mental and emotional demands in this position, as the person will be dealing with individuals addressing a highly emotional aspect of their lives, family breakdown. It is to be expected that the candidate will need to accept the limitations of their own interventions and have the ability to be of assistance as well as to demonstrate empathy and neutrality in highly charged emotional situations.

Moderate mental stress can be caused due to being away from home, weather conditions and delays in travel.

There is more intensive mental stress associated with doing presentations to community groups or doing training sessions, sometimes in a contentious atmosphere.

**7. CERTIFICATION**

_____ Employee Signature	<u><b>Community Justice Specialist (See Appendix A)</b></u> 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

## 9. Appendix A – List of Positions and Corresponding Information

Position	Community	Supervisor	Freebalance Code
05-10732	Iqaluit	05-05035	05110-01-1-111-0500300-01-????
05-12138	Cambridge Bay	05-04473	05160-01-4-444-0500300-01-????
05-14296	Pond Inlet	05-04474	05130-01-2-255-0500300-01-????
05-14319	Gjoa Haven	05-04473	05160-01-4-415-0500300-01-????
05-14320	Pangnirtung	05-14462	05110-01-1-110-0500300-01-????
05-14321	Rankin Inlet	05-07482	05150-01-3-320-0500300-01-????
05-14324	Baker Lake	05-07482	05150-01-3-305-0500300-01-????
05-14454	Arctic Bay	05-05035	05120-01-2-200-0500300-01-????
05-14457	Kinngait	05-07286	05120-01-2-210-0500300-01-????
05-14458	Kimmirut	05-05035	05120-01-2-240-0500300-01-????
05-14459	Taloyoak	05-04473	05160-01-4-430-0500300-01-????
05-14814	Whale Cove	05-07482	05150-01-3-330-0500300-01-????
05-14815	Coral Harbour	05-07482	05150-01-3-315-0500300-01-????
05-14816	Naujaat	05-07482	05150-01-3-325-0500300-01-????
05-14817	Igloolik	05-04474	05130-01-2-230-0500300-01-????
05-14818	Clyde River	05-07286	05140-01-2-215-0500300-01-????
05-15068	Arviat	05-07482	05150-01-3-300-0500300-01-????
05-15069	Sanirajak	05-04474	05110-01-1-225-0500300-01-????
05-15070	Kugaaruk	05-04473	05160-01-4-425-0500300-01-????
05-15071	Qikiqtarjuak	05-14462	05110-01-1-205-0500300-01-????
05-15075	Chesterfield Inlet	05-07482	05150-01-3-310-0500300-01-????