

# 1. IDENTIFICATION

<b>Position No.</b> 05-NEW	<b>Job Title</b> Therapeutic Justice Case Specialist	<b>Supervisor's Position</b> Therapeutic Justice Program Manager	
<b>Department</b> Justice	<b>Division/Region</b> Directorate	<b>Community</b> Cambridge Bay	<b>Location</b> Cambridge Bay
<b>Fin. Code:</b>			

# 2. PURPOSE

<p><b>Main reason why the position exists, within what context and what the overall end result is.</b></p> <p>The Therapeutic Justice Program (TJP) is an initiative led by the Department of Justice, Government of Nunavut. The department received federal funding for 2 fiscal years (2018-2020) to hold a pilot of the program. The TJP will operate for the first time in Nunavut in the community of Cambridge Bay, starting on April 1, 2019.</p> <p>The TJP aims to deal with underlying issues to criminal behaviour such as mental health and addiction issues, as well as trauma-related issues. The program will have two main components that will be equally important. The first one will be the clinical component, with support from mental health counsellors and clinicians, psychologists, etc. The second component will be cultural, with traditional/community counsellors, Elders, participation to different programming (e.g. on-the-land program), etc.</p> <p>The Therapeutic Justice Case Specialist (TJCS) will receive referrals from RCMP, Public Prosecution Service Canada (PPSC) and Legal Aid. The TJCS is the cornerstone between the different frontline service providers, the clients and the judicial system (RCMP, Crown, defence lawyers, Nunavut Court of Justice) within the TJP.</p> <p>The TJCS will be part of an assessment team, which will assess the specific needs and develop a wellness plan for each individual. Each client's wellness plan will be holistic, flexible and adapted to the specificities of the case. The TJCS will be responsible for following-up with the client, working collaboratively with the front-line service providers and reporting back to the referral source(s).</p>
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# 3. SCOPE

<p><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></p>
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<p>The TJCS is a full time position based in the community of Cambridge Bay, Nunavut. The TJCS</p>
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will report directly to the Therapeutic Justice Program Manager within the Directorate division of the Department of Justice.

The TJCS will work closely with the Therapeutic Justice Program Manager in the Government's development, implementation and delivery of the Therapeutic Justice Program. Once the program will be launched (target date being April 1, 2019), the TJCS will be responsible for the responsibilities listed below. In brief, this position will be responsible for facilitating communication and collaboration between the Department of Justice, RCMP, PPSC, Nunavut Court of Justice, Kitikmeot Law Centre (Legal Aid), Department of Health, and community-based organizations.

The TJCS will also help the Therapeutic Justice Program Manager to identify issues, challenges and success within this pilot project.

#### 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 position is responsible for the implementation, coordination and administration of the TJP program within the community:

- Receive and administer referrals from RCMP, PPSC and Legal Aid; opening file for each referral and contacting each client;
- Conduct a preliminary intake process: schedule, do a first assessment of the client's file, prepare and conduct an individual meeting with the client, clarify the process and the client's expectations, gather information, etc.;
- Prepare, schedule, coordinate and chair meetings: individual meetings with the client, front-line workers, community members, victims and/or individuals affected by the offense committed, etc. and group meetings (e.g. with the assessment team);
- Work with other members of the assessment team through the case assessment;
- Lead the decision making process and the development of a wellness plan, unique to each referred client, which will address the needs of that person and those impacted by the offence in a multi-disciplinary and holistic way;
- Work closely with the RCMP, PPSC and Legal Aid with respect to referrals, information on the program and reporting back as required;
- Act as a liaison between the client and the referral sources (RCMP, PPSC and Legal Aid);
- Liaise with Victims Services and victims of the committed offense (when appropriate) to provide information on the TJP and involve the victim(s) in the wellness plan;
- Attend the Nunavut Court of Justice circuit in Cambridge Bay to update and provide feedback on the progress of the cases, as requested;
- Research and study existing policies in Nunavut and other Canadian jurisdictions around alternative justice systems. Understand and compare with existing policies with the TJP, analyse shortcomings of the pilot, and draft recommendations and advices to senior

management;

- Provide information to stakeholders and community members on the TJP, as requested;
- Monitor, provide follow-up, encouragement and guidance to the referred clients;
- Provide follow-up, information and assistance to victims and/or to those impacted by the offence, as requested;
- Provide recommendations in the development of policies and procedures to ensure effective development, implementation and delivery of the program;
- Collect data and statistics for the Therapeutic Justice Program Manager to proceed with the evaluation of the program, identifying successes and failures of the pilot project and providing recommendations for improvement

**Perform general administrative duties:**

- Provide clerical and administrative support to the Therapeutic Justice Program Manager
- Monitoring expenses, submitting invoices for payments, purchasing supplies
- Draft and prepare a variety of documents, correspondences and reports
- Provide information and draft proposals for grants and contributions funding for the Therapeutic Justice Program Manager's review;

**Link between the Department and the Community**

- Develop and maintain strong working relationships with Mental Health and community-based resources;
- Facilitate a collaborative approach that involves community members, community-based organisations and Government of Nunavut Departments, to develop appropriate community based justice initiatives to respond to mental health and addiction issues, and trauma;
- Evaluate community resources and needs in the community, and work collaboratively on developing appropriate strategies to enhance community capacity;
- Gather information about community resources and initiatives, and contact information relevant to the TJP and as requested by the Therapeutic Justice Program Manager; and
- Act as a liaison between the Department of Justice and the community.

The TJCS will also perform other duties as assigned.

## 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.**

Typically, the knowledge, skills and abilities would be attained through completion of a College diploma in Social Work or in a related field with 2 years' related experience. Equivalencies will be considered.

### **Contextual Knowledge**

- Understanding of the criminal justice system (both youth and adult);
- Thorough understanding of criminal court procedures and court processes;
- Knowledge of alternative justice models;
- Knowledge of underlying socio-economics factors which affect criminal offenders;
- Knowledge of Inuit Societal Values, Inuit culture and other cultural considerations, including the impact of colonization of Inuit;
- Understanding of trauma, mental health issues and addictions;
- Understanding of victimization and the root causes of offending behaviour;
- Working Knowledge of MS Office;

### **Skills and Abilities**

- Ability to engage and lead a conversation under stressful or emotional circumstances
- Ability to work independently with minimal guidance and supervision;
- Ability to determine the needs of clients dealing with trauma, mental health and addiction issues, and appropriate responses to these issues, in collaboration with other professionals;
- Ability to implement a community-based justice initiative;
- Ability to compile statistics and data;
- The ability to communicate in more than one of Nunavut's official languages will be considered an asset;
- Ability to complete training with respect to case management processes;
- Ability to meet tight deadlines;
- High sense of organization;
- Be highly motivated and committed to community wellness;
- Good communication and writing skills; and
- Good leadership and interpersonal skills, and experience/ability to work within a team Environment.

## **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 TJCS will have to spend several hours each day working at his/her desk. This position will require working a lot on the computer, and also having to often work on the phone with different people located in Cambridge Bay, Iqaluit, other Nunavut communities, and outside the territory. The individual will most likely have to attend in-person meetings with different stakeholders and program partners in Cambridge Bay. The TJCS will have to constantly work with deadlines, and sometimes under stressful circumstances.

## 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.**

At certain points the individual will be required to perform work under pressure and with short timeframes and deadlines.

The TJCS may be required to travel to Iqaluit to attend training or work meetings. He/She may have to travel to other Nunavut communities on rare occasions.

## 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.**

Computer use will be a big part of this job, with the potential for eye strain and back problems.

## 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.**

This position requires the ability to work with multiple interruptions and with multiple priorities. The TJCS will have to deal with several referrals at once.

This position requires concentrated mental efforts and attention to detail. Mental stress may result from externally driven work, attention to details, coordinating multiple tasks and dealing with constant deadlines.

The position will also require holding and chairing many meetings, which entails many hours of high concentration, in sometimes emotionally and difficult circumstances. The topics discussed during those meetings will often be around trauma, mental health and addiction issues. This may cause stress, anxiety and mental fatigue.

## 7. CERTIFICATION

_____ Employee Signature	<u>Therapeutic Justice Program Manager</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