

## Indigenous Communities Restorative Justice Worker

**Approval Date:** January 2025**Department:** Police Services☒ Contract**Title of Management Supervisor:** RCMP Police Service Supervisor

### General Accountability:

#### Purpose and Scope

The Indigenous Communities Restorative Justice Worker (ICRJW) reports to the Police Services Supervisor and works under the supervision of the Community Policing Program Coordinator ("Program Coordinator"). The ICRJW works with local Indigenous Communities and the RCMP to support individuals and families and assist with all aspects of Restorative Justice service delivery. The ICRJW will assist with volunteer recruitment, training, and scheduling and be responsible for promoting community safety programs in Campbell River.

The ICRJW will work alongside the Program Coordinator, Program Assistance, and Victim Services Team, and must be available for flexible shifts as required by community partners. This position is exempt from the provisions of the City of Campbell River/C.U.P.E. Local 401 Collective Agreement and is employed as a term contract position. This term position has the potential for renewal for the 2026/2027 contract year upon mutual agreement, as per the contract language. The ICRJW is expected to supply their own vehicle on the job within the contract allowance.

Funding for this term contract position has been provided by The Ministry of Public Safety and Emergency Preparedness Canada – the Aboriginal Safety Contribution Program.

### Nature and Scope of Work

#### **The nature of the duties and responsibilities include, but are not limited to:**

- Maintains the integrity and confidentiality of any RCMP related matters exposed to through the course of performing duties.
- Work alongside the current Restorative Justice Team sharing insight and knowledge gained through work in the community.
- Assist with facilitating Community Justice Forums using trauma informed practices.
- Assist with all aspects of volunteers, including but not limited to recruitment, screening assessment, scheduling, and training to facilitate Community Justice Forums, Peacemaking Circles and perform outreach work.
- Maintain complete records and statistics as required by the grant funding.
- Provide the RCMP, and Supervisors with a comprehensive program and progress report including statistics on a monthly basis.
- Source opportunities for funding and assist with completing funding grant applications.
- Attend training conferences, legal issues seminars, and events.
- Work in cooperation with other community services agencies, government bodies and police members on behalf of the Restorative Justice program.
- Promote the Restorative Justice programs in the community to service clubs, schools, businesses and other interest groups through presentations and attendance at public functions, and provide support as needed.
- Perform other related duties as required.

## **Necessary Qualifications**

### **Technical Knowledge/Skills:**

- Knowledge of crime prevention & community policing, police investigations, Canadian law, and court proceedings.
- Knowledge in the understanding and analysis of police reporting and statistic-keeping procedures.
- Demonstrated public speaking skills and/or successful completion of an effective presentation training course.
- Knowledge of victims' rights under the Victims of Crime Act as well as assistance that may be available to victims through the Crime Victim Assistance Program.
- Knowledge of trauma informed practices and techniques related to the work performed.
- Knowledge of services available through community agencies and organizations.
- Thorough practical knowledge of office processes, letter and memo composition, file management and document organization.
- Basic proficiency with MS Word, MS Excel (as demonstrated through testing), MS PowerPoint, and proficiency with other relevant computer software applications, including email applications, and presentation software.
- Working knowledge of social media (e.g., Facebook, Twitter, YouTube, email, instant messaging, etc.).
- Experience conducting training sessions.

### **Key Competencies:**

- Adaptability & Flexibility
  - Effectively responds to a high volume of inquiries and a multitude of varied and changing tasks
- Communication
  - Able to clearly and effectively express information, ideas, and opinions through spoken work or formal or informal written formats to deliver messages that are clearly understood by the intended audience.
- Conflict Management
  - Able to resolve disputes effectively and reach agreements to support the achievement of organizational objectives.
- Decision Making & Problem Solving
  - Able to exercise sound judgement and provide well-informed, effective, and timely decisions, and recommend evaluated solutions to problems that arise, referring non-routine matters to the program's coordinator.
- Initiative
  - Able to effectively organize and schedule work to ensure that key objectives are achieved in a manner that makes optimal use of time, money, and resources.
- Interpersonal
  - Able and willing to contribute to maintaining a respectful, safe, and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity, and fairness.
- Planning & Organizing
  - Able to effectively organize and schedule work to ensure that key objectives are achieved in a manner that makes optimal use of time, money, and resources.
- Service Orientation
  - Able to identify, analyze and respond to internal and external customer needs to optimize customer satisfaction.
- Stress Tolerance
  - Able to deal effectively with pressure and effectively provide direct crisis intervention and follow-up services to victims of crime as required.
- Networking and Relationship Building

- Able to establish and maintain effective working relationships and network with employees, agencies, partners, and the public.

**Education:**

- High school graduation.

**Training/Certification:**

- Must possess and maintain a valid BC Driver's License and provide and maintain a clear driver's abstract, as per city policy.
- Must pass and maintain RCMP Reliability security screening.

**Experience:**

- Minimum three (3) years' experience (within the last seven (7) years) in a social services environment, police environment, or an assessable equivalent.
- One (1) year experience in a Restorative Justice environment with an assessable equivalent in Restorative Justice practices or an assessable equivalent in education, training, and experience.
- Demonstrated proficiency in group facilitation.

**Preferred Criteria**

- Previous experience working with Indigenous groups related to restorative justice practices.
- Previous experience working with and training volunteers.
- Working knowledge in the use of Police Records Information Management Environment (PRIME) or Police Reporting and Occurrence System (PROS).

**Unusual Working Conditions**

- May require weekend or evening work.
- Working with victims of trauma.
- Working in diverse situations.