



Nishnawbe-Aski Legal Services Corporation

RESTORATIVE JUSTICE PRE-CHARGER WORKER

Job Description

Title: RJ Pre-Charge Worker

Dept.: Restorative Justice

Reports to: RJ Alternative Community
Justice Manager

JD #: RJ 0002

REVIEWED: October 11, 2023

Approved:

Summary

Under the Restorative Justice Initiative, the Pre-Charge Worker will be responsible for delivering and reporting on the implementation and progress of the initiative in the target communities funded under the project.

Core Competencies:

- This individual should have great public speaking skills as they will be presenting information to stakeholders within their designated communities.
- Ability to work independently or in a team environment with minimal supervision.

Job Duties

- The Restorative Justice Pre-Charge Worker is responsible for liaising with NAPS, OPP and Local Law enforcement officials to ensure that stakeholders within each of the NAN communities are being provided with updated information on the programs and services we provide with relation to Restorative Justice and Pre-Charge.
- This individual is also responsible for facilitating information sessions with Chief and Council, NAPS/OPP officers, and community stakeholders with information relating to the Restorative Justice Department and the services it can provide the communities with relation to Restorative Justice.
- They will also be responsible for traveling to communities when necessary to assist community based workers who require additional assistance with any case that requires additional resources, facilitators, or specific training.
- They will still fill the terms of their Restorative Justice work in their catchment areas.
- Finally, they will be expected to perform other related duties as required in furtherance of the mandate of the Corporation based on the discretion of the Restorative Justice Manager.

Requirements

- The Restorative Justice Pre-Charge Worker should have some experience or understanding of Restorative Justice, and be able to discuss the pre-charge program with individuals in a law related capacity.

Reporting

- The Restorative Justice Pre-Charge Workers are accountable to the Restorative Justice Alternative Community Justice Manager for day to day activities and for overall work performance.

Meetings, Training and Outreach

- Attend all meetings, telephone and video conferences, committees, as directed.
- Attend professional development, training, workshops, education, as directed.
- Develop positive relationships with justice providers, defense counsel, police authorities, community leadership, duty counsel, crown attorneys, probation, parole and more. Keep program coordinator, supervisor, manager, or director apprised.

File maintenance

- Ensure all paper and electronic files are maintained up-to-date.
- Follow directives, guidelines, and policies for records management and file keeping policies.

Additional Duties and Responsibilities

- Complete all additional responsibilities and duties as assigned.
- Other duties as assigned.

SALARY RANGE

Pursuant to current wage grid.

CERTIFICATIONS:

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature

Printed Name

Date

I certify that this job description is an accurate description of the responsibility assigned to the position.

Supervisor or H/R Signature

Printed Name

Date

I approve of the delegation of responsibilities outlined herein within the context of the overall organizational structure.

CEO's/ ED's Signature

Printed Name

Date