



Nishnawbe-Aski Legal Services Corporation

RESTORATIVE JUSTICE BY-LAW WORKER

Job Description

Title: RJ By-Law Worker

Dept.: RJ

Reports to: Manager of Alternative
Community Justice Programs

JD #:

REVIEWED: May 7, 2024

Approved: May 7, 2024

Summary

Under the Restorative Justice Initiative, the BY-LAW project funded by the Ministry of the Attorney General holds the position of the **Restorative Justice By-Law Worker**. This individual will be responsible for delivering and reporting on the implementation and the progress of the initiative in the target communities funded under the project. The Restorative Justice By-Law worker will be responsible for facilitating Restorative Justice circles regarding by-law infractions within communities as funding will allow. Also, they will be responsible for educating the communities on NAN on how restorative justice can be used to help enforce current by-laws.

Core Competencies:

- Minimum secondary school diploma with related work experience.
- Education and/or equivalent experience in social, justice or law related field;
- Experience with the Euro-Canadian Legal system and knowledge of the Indigenous Justice system and experience with Restorative Justice Circles.
- Understanding of general by-laws and their functions
- Understand Restorative Justice techniques/applications and how they are used in the circle context.
- Assist in the Enforcement of community Band By-laws through the Restorative Justice Process.
- Ability to work independently and are self-motivated.
- Strong attention to detail and ability to work with confidential information.
- Experience and knowledge of the legal system is an asset.
- Experience working with NAN and in First Nation Communities
- Excellent communication skills both oral and written.
- Must be willing and able to travel extensively.
- Demonstrated ability to work independently and in a team environment.
- Proficient working knowledge of MS Office Software, internet, and general office equipment
- Ability to speak Cree, Oji-Cree, or Ojibway an asset.

Job Duties

- Complete training in facilitation of Restorative Justice Circles (RJC).
- Visit the communities to determine their level of willingness to participate in Restorative Justice Circles done in relation to By-Law infractions and enforcement.
- Educate and Liaise with First Nation communities on the process of enforcing by-law and BCR related offences based on pre and post charge diversions.
- Provide Public Legal Education at the community level with relation to by-law programs and services.
- Create and build on working relationships with Chief and Council, Peacekeepers, and NAPs Officers.
- Visit the communities to determine their level of progress in restorative justice circles relating to By Law infractions and hold community meetings to educate community members, chief and council, and peacekeepers/NAPS officers about this method of enforcing By Laws.
- Liaise with police and probation officers to arrange for mechanism to divert By-Law infraction charges to RJC.
- Facilitate Restorative Justice Pre-Charge and Post Charge Circles based on referrals from stakeholders and partners.
- Complete a minimum of 25 by-law restorative Justice circles per year.
- Educate Chief and Council on the use of RJC as a method of enforcement for their band.
- Bylaws and BCR's.
- Educate peacekeepers/ NAPs officers on the benefits of using RJC to enforce their current community band By Laws through pre-charge diversion.
- Visit communities monthly and conduct by-law restorative justice circles per visit.
- Maintain records for database entry monthly.
- Check in with Offenders to ensure obligations are being completed as was agreed upon during the circle process in a timely manner.
- Provide updates on referral progress to stakeholders based on designated Pre or Post Charge status.
- Obtain Qualitative community evaluation of services provided monthly.
- Obtain information from Chief and Council and Peacekeepers/NAPs officers on their thoughts for By-Law Restorative Justice Circles effectiveness.
- Ensure all administrative work is completed and follows financial and administrative policies set forth by Nishnawbe Aski Legal Services Corporation.
- Assist in the facilitation of programming relating to restorative justice matters outside of by-law related matters as requested/needed.
- Other duties as assigned.

Requirements

- Minimum secondary school diploma with related work experience.
- Familiarity with the justice system and have a good understanding of Aboriginal issues and familiarity with NAN and its First Nations.
- The Restorative Justice By-Law Worker should have experience with the Restorative Justice process as well as by-laws within First Nation communities. Have extensive knowledge of the Indian Act, great public speaking skills and can work in a team environment.
- Excellent written and verbal communication skills

Reporting

- The Restorative Justice By-Law Worker is responsible to the Manager of Alternative Community Justice Programs 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.
- Ensure all client information is kept confidential and that client files are up to date and complete.
- 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