

Internal/External Job Posting

September 3, 2019

**PERMANENT POSITION – 28 HRS/WEEK - COMMUNITY JUSTICE COORDINATOR -
ADULT DIVERSION AND DIRECT ACCOUNTABILITY PROGRAMS**

Applications are currently being accepted for a permanent position as Community Justice Coordinator – Adult Diversion & Direct Accountability Programs based out of the Kitchener office. This is a Bargaining Unit position with a 28 hr/wk. schedule working five days a week and an occasional Saturday shift (in lieu of another work day). The incumbent will effectively manage a caseload of clients referred to the adult diversion programs by the Crown Attorney or Waterloo Regional Police, works closely with the relevant Senior Coordinator and reports to the Adult Services Program Manager. This position requires flexibility in the weekly work schedule to accommodate Court coverage as and when required.

Responsibilities:

- Conduct intake interview with client referred to the Adult Diversion Program by police/Federal Crown Attorney or Direct Accountability Program by the Provincial Crown Attorney to assess the client's needs and ensure they understand program requirements and voluntarily agree to participate in the program
- Assist clients in recognizing strengths and areas of need and in identifying appropriate resources to meet these needs
- In collaboration with the client, identify appropriate sanctions that repair harm, address client needs and meet program requirements utilizing a restorative justice philosophy
- Maintain a communication system with the court/police that ensures an efficient flow of program/client information from referral through to case closure including timely completion of all reports
- Work toward achieving service targets, ensure team statistics are reliable, valid and reported in advance of deadline dates
- Facilitate Saturday Anger Management and/or Substance Abuse Awareness programming
- Maintain case files and statistics in accordance with Ministry and Agency standards
- Participate in Adult Diversion Team meetings and site specific staff meetings
- Perform other agency duties as assigned

The following are essential skills, abilities and requirements for this position:

- A Bachelor's degree in social or health science field with a minimum of three years' experience in the area of community justice programs based on restorative justice principles
- Member in good standing of a college/regulatory body or eligibility for registration preferred
- Experience working with people to reduce criminogenic thinking and risk factors.
- Demonstrated sound judgment and the ability to be decisive in crisis situations, and familiarity with de-escalation techniques
- Strong cross-cultural/diversity perspective/awareness; excellent organizational/time management skills
- Understanding of legal duty to report under the *Child, Youth and Family Services Act*/other relevant legislation
- Knowledge of restorative justice practices, and an understanding of systemic barriers (e.g., poverty, homelessness, substance use, etc.)
- Demonstrated computer proficiency in Microsoft Office®, database systems, and internet search tools
- Proven ability to work independently and as part of a team
- A valid driver's license and a reliable vehicle

Interested candidates should submit résumés by email in PDF format to resumes@waterloo.johnhoward.on.ca by 4:30 p.m. on September 17, 2019.

The job title should be included in the subject line of the email.