

MINISTRY OF JUSTICE

PARISH JUSTICE SERVICES CENTRE

JOB DESCRIPTION

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JOB TITLE: Child Diversion Officer

REPORTS TO: Restorative Justice Coordinator, Ministry of Justice

**THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE
DESCRIPTION OF THE JOB AS SIGNIFIED BELOW:**

EMPLOYEE

DATE

PROGRAMME MANAGER

DATE

JOB SUMMARY

The Child Diversion Officer works at the parish level, providing management oversight for the Child Diversion Intervention Programme, which is aimed at providing an alternative to formal judicial proceedings for children who are accused of, or have committed certain specified offences. The Child Diversion Officer must ensure that the Programme is operationalized within the assigned parish.

DUTIES AND RESPONSIBILITIES

1. Conducts needs assessment of child offender
2. Prepares Case Management file for child offender
3. Arranges specialized individual and/or groups counselling sessions
4. Administers programmes that are geared toward assisting children who come in conflict with the law so as to decrease the rate of recidivism
5. Acts as mediator in times of conflict as it relates to children at the parish level
6. Maintains the integrity of the programme by creating an atmosphere of confidentiality
7. Oversees the work of volunteers/facilitators to ensure compliance with policies and procedures
8. Receives, monitors, develops and maintains accurate and confidential records including reports of visits to child offender/s and statistical reports
9. Prepares annual budget for the Child Diversion Programme within the parish
10. Monitors the use and storage of assets provided by the Ministry of Justice to ensure proper maintenance and security
11. Liaises with Restorative Justice Coordinator to ensure that communities are kept adequately informed about operations under the Programme
12. Assists with multi-sectoral coordination to provide intervention programmes
13. Maintains accurate diary, records, minutes and account of Child Diversion activities within the parish
14. Evaluates intervention programmes through site visits and the provision of timely progress reports

15. Maintains communication with the Restorative Justice Coordinator with respect to all activities in the parish
16. Establishes Parish Child Diversion Committees
17. Coordinates training for key internal stakeholders as well as the Parish Committees in the management of the Child Diversion Programme

KEY OUTPUTS

1. Needs assessment for child offender conducted
2. Child Offender support interventions conducted
3. Intervention evaluated
4. Case Management files prepared
5. Intervention programmes recorded
6. Inventories and standard operating procedures implemented
7. Intervention programmes administered
8. Effective client service delivered
9. Reports prepared
10. Annual budget prepared

REFORMANCE INDICATORS

- Need assessment for child offender conducted according to established guidelines
- Child offender support interventions conducted according to established Child Justice guidelines
- Interventions evaluated according to established Child Justice guidelines
- Case Management files prepared within agreed timeframe
- Record number of cases processed according to established guidelines
- Record intervention programmes in accordance to established guidelines
- Inventories and standard operating procedures implemented according to Child Justice guidelines
- Intervention programmes administrated according to Child Justice guidelines

- Effective client service delivered within agreed timeframe
- Reports prepared in the established format and within agreed timeframe
- Annual budget prepared within agreed timeframe

MINIMUM QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in the Arts or Social Sciences (or comparable qualification and experience);
- Minimum of four (4) years working experience in low-income communities, with at least three (3) years working with at-risk children
- A Degree in Social Work would be an asset

Specific Knowledge (however acquired) required to start:

- Child Diversion Processes
- Budgeting

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Possession of a reliable motor vehicle
- Willingness to travel
- Willingness to work extra hours
- Willingness to work under pressure