

TERMS OF REFERENCES/JOB DESCRIPTION

JOB TITLE: Restorative Justice Parish Manager

REPORTS TO: Restorative Justice Coordinator, Ministry of Justice

Job Summary:

The Restorative Justice Parish Manager works at the parish level, managing several vulnerable and volatile communities. They represent the Ministry of Justice implementing the Restorative Justice programme at the community level throughout their designated parish. The Parish Manager manages all RJ Facilitators and volunteers.

The RJ Justice Parish Manager will coordinate the work with other stakeholders in the assigned community(s), including both referral agencies (police, courts, Department of Corrections, Victim Services Officers, Ministers of Religion and schools, etc.) and supporting agencies (NGOs offering support in activities such as parenting classes, government departments that offer health services, including counseling, etc.) to ensure the successful implementation of the RJ programme.

The RJ Parish Manager will also coordinate efforts pertaining to arbitration duties and matters with the Child Diversion Parish Manager.

KEY RESPONSIBILITY AREAS

Centre Administration and Management

1. Monitors the use and storage of all assets provided by the Ministry of Justice to the parish and ensure proper maintenance and security in keeping with the Procurement Guidelines,
2. Supervises all Restorative Justice Facilitators and volunteers that participate in the community(s) assigned within the parish;
3. Assists in the design and implementation of capacity building interventions including the development of community profiles, community safety and development plans and administrative support to the Restorative Justice Processes within the specified parish;
4. Provides reports on a monthly basis, as directed or requested, to keep the Restorative Justice Coordinator informed of the operation and progress of activities/cases;
5. Represents the RJ Programme on activities at the parish level;

6. Prepares ad hoc Status Reports/Briefs on the Programme, responds to general queries from both internal and external customers;

Community (Parish)

1. Liaises with other Government and Non Government agencies (e.g. Social Development Commission, Jamaica Social Investment Fund, Department of Cooperatives and Friendly Societies, HEART Trust/NTA) to ensure optimal coordination in the delivery of Restorative Justice Practices;
2. Assists with the coordination of agencies and government departments that provide community services and social intervention programmes which will address needs of Victims and Offenders identified through restorative processes;
3. Ensures that communities within the parish are kept adequately informed about operations under the Programme by organizing and facilitating Sensitization Sessions and Public Education Workshops and other relevant activities;
4. Maintains accurate diary, records, minutes and account of RJ's activities and assist in the monitoring and evaluation of interventions through site visits and the provision of timely progress and project completion reports to the Ministry of Justice.
5. Ensures that the Restorative Justice Coordinator is adequately informed about developments in the communities including the delivery of services by providing updates, monthly reports, quarterly assessments and other information and data as required.
6. Manages all case files and referrals to the Restorative Justice Services Centre pertaining to Restorative Justice within the parish.
7. Conducts Restorative Justice and Restorative Practices Training and public education at the national and the community level.
8. Maintains contact/communication with the Child Diversion Parish Manager at the Justice Services Centre with respect to all activities and issues in the community.
9. Coordinates sensitization session(s) in the Correctional Institutions for offenders/parole(es)
10. Manages Restorative Justice Cases across the assigned parish.
11. Conducts interventions, special activities, restorative processes in schools in assigned communities.
12. Other Duties:

Other tasks may be assigned as necessary according to programme/project needs.

REQUIRED COMPETENCIES

- Excellent written and oral communications skills;
- Excellent interpersonal and relationship building skills
- Ability to formulate proactive measures to achieve required objectives
- Strong analytical and creative skills;
- Excellent cross-cultural and people skills;
- Ability to work effectively in a team;
- Strong communication, coordination and mobilization skills;
- Sensitivity to the needs of residents of violence prone communities
- Ability to work in a multidisciplinary and multicultural team.
- Ability to work in violence prone communities
- Demonstrates effective leadership skills;
- Works towards building a high performing team
- Excellent Computer Skills (Microsoft Word, PowerPoint and Excel);
- Excellent Report Writing Skills;
- Excellent Planning and organizing skills;
- Display a high level of professionalism when performing job functions;
- Excellent time management skills;

MINIMUM QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in the Social Sciences or Arts ;
- Knowledge of Restorative Justice processes;
- Minimum of four (4) years relevant working experience in community or environment/ urban low-income communities, with at least four (4) years in community development and community oriented operations;
- Minimum of two (2) working experience in a project/programme related to social services

SPECIAL CONDITION ASSOCIATED WITH THE JOB

- A valid driver's license
- Possession of a reliable motor vehicle
- Willingness to travel
- Willingness to work extra hours
- Willingness to work under pressure