



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF JUSTICE

JOB TITLE: Parish Restorative Justice Officer
JOB GRADE: GMG/SEG 2
POST NUMBER: 73970-90
DIVISION: Social Justice
BRANCH: Restorative Justice
REPORTS TO: Director, Restorative Justice
MANAGES: Restorative Justice Field Officer

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

Strategic Objectives of the Division (in which the position is located):

To provide a social component to the delivery of justice through Alternative Justice Services and Alternative Dispute Resolution (ADR) services - Restorative Justice, Child Diversion and Victim Services Programmes, to support the overall priorities of the Ministry.

Job Purpose

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

Key Outputs:

- Communities informed
- Effective client services delivered
- Accurate account of RJS activities maintained
- Case files managed
- Restorative Justice training conducted
- Interventions and special activities coordinated
- Reports collated and prepared
- Staff trained and motivated and Region managed
- Relationships with stakeholders developed and enhanced

Key Responsibility Areas:

Centre Administration and Management

- 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,
- Assists with needs assessment to ensure that the participating communities within the parish are adequately staffed and trained in order to conduct restorative practices;
- Supervises all Restorative Justice Field Officer, Facilitators and volunteers that participate in the community(s) assigned within the parish;
- 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;
- 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;
- Represents the RJ Programme on activities at the parish level;
- Prepares ad hoc Status Reports/Briefs on the Programme, responds to general queries from both internal and external customers;

Community (Parish)

- 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;
- 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;

- 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;
- Maintains accurate diary, records, minutes and account of RJS 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.
- 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.
- Manages all case files and referrals to the Justice Services Centre pertaining to Restorative Justice within the parish.
- Conducts Restorative Justice and Restorative Practices Training and public education at the national and the community level.
- Maintains contact/communication with the Child Diversion Officer at the Justice Services Centre with respect to all activities and issues in the community.
- Coordinates sensitization session(s) in the Correctional Institutions for offenders/parole(es)
- Manages Restorative Justice Cases across the assigned parish.
- Conducts interventions, special activities, restorative processes in schools in assigned communities.
- Other tasks may be assigned as necessary according to programme/project needs.

Performance Standards:

This job is satisfactorily performed when:

- Communities are adequately informed within agreed timeframes
- Accurate maintenance of RJS activities according to guidelines
- Management of case files according to guidelines
- Conducting Restorative Justice training as requested
- Coordination of interventions and special activities

Internal and External Contacts (specify purpose of significant contacts:

Internal Contacts

Contact (Title)	Purpose of Communication
Director, Restorative Justice	To seek directives
	Request permissions/authorisation
	To clarify protocols, as needed
	For completion of Performance Evaluations
	Associated issues/concerns
HR Officers	Queries on HR related matters
Accounts/Finance	Queries re salaries/late payments/mileage payments

External Contacts

Contact (Title)	Purpose of Communication
Jamaica Constabulary Force	Deliver Sensitization and training Receive Case referrals Partnership development
Courts of Jamaica	
Ministry of Education	
Department of Corrections	
Justices of the Peace	
Ministerial Fraternity	

Contact (Title)	Purpose of Communication
Bar Association	Sensitization/Training of members

Required Competencies:

I. Core Competencies	Level	II. Technical/Functional Competencies	level
Adaptability	2	Accountability	2
Compliance	2	Analytical thinking	1
Customer and Quality Focus	2	Attention to Detail	2
Initiative	2	Coaching and Mentoring	2
Integrity	3	Flexibiity	1
Interpersonal	2	Goal/Results Oriented	1
Oral Communication	2	Methodical	2
Team Work & Cooperation	3	Planning and Organising	1
Time Management	2	Presentation and Reporting	1
Written Communication	2	Problem Solving and Decision-making	1
		Resilience	2
		Stress Tolerance	1
		Technical Skills	2
		Use and Application of Technology	1

III. Other Competencies
Ability to formulate proactive measures to achieve required objectives
Excellent cross-cultural and people skills
Sensitivity to the needs of residents of violence prone communities
Ability to work in a multidisciplinary and multicultural team
Excellent Report Writing Skills
Good knowledge of social work interventions

Minimum Required Education and Experience

a) Qualifications and Experience

- Bachelor's Degree in Social Work/Counselling/Psychology or Social Science or Arts;
- Knowledge of Restorative Justice processes;
- Minimum of four (4) years working experience in low-income communities, with at least three (3) years in community development and community-oriented operations;
- Minimum of two (2) years working experience in a project/programme related to social services

C) Continuous Professional Development

- Attend relevant training on emerging trends and practices within the field.
- Network within the profession and relevant associations to keep abreast with the industry.

Authority:

- Access confidential information
- Screen calls and visitors
- Monitor stationery levels and request reordering

Specific Essential Conditions associated with the job

- Work will be conducted in an office outfitted with standard office equipment and specialized software
- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- A valid driver's license
- Possession of a reliable motor vehicle
- Willingness to travel (in and outside of Parish)
- Willingness to work extra hours (can include weekends on occasion)
- May be required to work in volatile areas