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|  | **Indigenous Justice** | **September, 2024** |
| 1. **Position Information**
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| **Position Title**Restorative Justice Case Manager  | **Department**Soksipaitapiisin | **Location**Calgary - YYC |
| 1. **Position Description and Summary**
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| **Restorative Justice Case Manager** **POSITION SUMMARY:**The Restorative Justice Case Manager is responsible for monitoring and case managing participants who are participating within a healing plan related to their charges and dispositions of the courts. Within the position a high level of accountability is required to maintain accurate information and updated and consistent documentation pertaining to the ongoing progress of participants and provide support which contributes to their ongoing success as they progress through their healing plans. Additionally, the role will balance the challenges of working within a diverse team in an organized, flexible and positive manner. This is achieved through proactive, resourceful and efficient approaches in utilizing agency resources to maximize program effectiveness, within a high level of professionalism and confidentiality. **PRIMARY RESPONSIBILITIES:**Key Outcomes:1. Participants are actively engaged in the process of their healing plans
2. Participants are treated with respect and encouragement
3. Support is provided through a trauma-informed and healing centered lens
4. Case management contributes to the successful completion of healing plans with positive outcomes
5. Participants are reconnected to their culture with meaningful contact with Elders, activities, ceremonies and community connections
6. Participants understand the principles of restorative justice which reflects siim ohksin: wahkotiwin
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| 1. **Major Duties**
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| 1. To manage and support participants with integrity and intuitiveness which contributes to their success
2. Provide a healing centered approach which reflects a focus on addressing the underlying factors of criminalization and intergenerational traumas.
3. Maintain and prioritize, and be accountable for the accuracy and timeliness of documentation as outlined by the expectations of the program and position.
4. Build rapport and connections which encourage ongoing progress
5. Provide referrals and resources which reflect the individual and unique needs of the participants to address their needs as well as facilitate their healing plans with success
6. Focus on connecting individuals effectively to cultural support systems, ceremonies, Elders and community.
7. Establish regular case monitoring meetings to support case management processes to work on service plans which guide and direct services and break down the healing plans for optimum performance
8. Work within an integrated case management team approach within the agency and collaboratively with external partners and networks.
9. Duties are assigned as required for the efficiency of the program.
10. Support participants in taking accountability and responsibility for their actions to rebuild harmony and balance in their communities, restore relationships and regain positive connections in their community
11. Empower change
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| 1. **Knowledge and Skills**
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| **Exhibited Skill Sets:** * Strong communication and interpersonal skills.
* Effective self-management skills with demonstrated ability to prioritize and manage multiple tasks
* Impeccable organizational skills to provide accurate and timely documents and paperwork
* Ability to work independently and effectively as part of an integrative team.

**Cultural:** * A strong understanding of Indigenous issues, social justice advocacy, diversity and anti-oppressive practice.
* Strong cultural knowledge and understanding of traditional and ceremonial teachings
* Understanding of how to work effectively with Elders and follow traditional protocols
* Indigenous language an asset but not required.
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| **Education and Employment Experience** | **Legal Requirements**  |
| * Undergraduate or diploma in justice, social work, or other related
* In cases where a degree has not been secured – relevant experience may be considered in lieu of the educational requirement
* 2-5 years’ experience MINIMUM
* Proficiency in Microsoft Office, specifically Publisher, Word, Excel, Outlook, TEAMS and Google Documents
* Excellent oral and written communication skills
 | * Valid Alberta Driver’s License and access to a reliable vehicle.
* Must have a clean Vulnerable Sectors Criminal Record within 30 days of hiring date
* Must secure a Clearance Letter indicating that you do not have a criminal conviction, outstanding warrants or criminal cases that are being dealt with in the court at the time of job offer.
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| 1. **Review of Existing Position**
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| Original description – updated and approved September 9, 2024, 2024 |
| 1. **Salary and Benefits**
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| **Term Position –** Contracted – Regular Salaried**Base Annual Salary Range –** Dependent on Experience**Weekly Hours –** 37.5 hours**Benefits –** 65% of benefits package includes dental, health, insurance, long term disability**Pension –** 3% RRSP employer contribution – with minimum 1.5% employee contribution to RRSP or TFSP **Vacation –** 3 weeks annual vacation**Wellness Days –** 4 – 1 per quarter**Paid Time off –** 12 annual sick days, extra approved time off during Christmas vacation and 14.5 Stat and approved holidays.\*Benefits allocated after 6 months of continuous employment  |
| 1. **Competition Deadline and Contact**
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| Send Resume and Cover Letter to: **Nicolle Hans** – manager@elizabethfrycalgary.ca**Deadline: Until Position is hired** |