



## IDENTIFICATION

Department	Position Title	
Justice	Coordinator, Community Justice Projects and Programs	
Position Number(s)	Community	Division/Region(s)
82-14594	Yellowknife	Community Justice & Policing / HQ

## PURPOSE OF THE POSITION

Reporting to the Manager, Community Justice Projects and Programs, the Coordinator, Community Justice Projects and Programs is responsible for implementing new, and supporting existing community justice projects and programs, including the Community Safety Strategy. The Coordinator prepares information for divisional decisions, coordinates with Community Justice staff to ensure the Division's objectives, deliverables and fiscal responsibilities are met and organizes conferences and training events. The Coordinator is the primary resource and support person for Community Justice Committees and Coordinators in 33 communities and assists with the delivery of the Community Safety Strategy pilot program. The Coordinator is responsible for the coordinating, distributing and tracking contribution agreements, as well as program oversight for community justice programs and projects in 33 communities.

## SCOPE

The incumbent will lead the development of new specialized program options, implementation of the Community Safety Strategy, and provide direct support to Community Justice Projects and Program as well as coordinate the delivery of capacity building programs to the communities, community training programs, program related research and statistical information gathering.

## RESPONSIBILITIES

### 1. Coordinate the provision of Community Justice Programs and projects for the Division.

- Provide direct support to community based agencies to access funding for a wide range of programs designed to offer alternative measures options, deliver community-based justice programs and staff community justice coordinator positions.
- Administer and account for community justice program and coordinator funding
- Coordinate the development of territorial-wide training materials, policies and procedures on community justice programs.
- Coordinates the delivery of new program delivery options and community safety strategy.
- Assists in responding to victim and offenders concerns about the criminal justice system.

- Promotes awareness about Community Justice programs by making presentations to groups about community justice services and initiatives.
- Compile and analyze statistical data related to programs and services.
- Coordinate completion of assigned projects related to division services.
- Coordinate the implementation of the Community Justice Review recommendations.
- Prepare Ministerial notes, discussion papers on community justice issues.

**2. Provides training and resource support to community justice practitioners in the jurisdiction.**

- Provide support to the division and communities to implement the Community Safety Strategy pilot project.
- Provide support, orientation and guidance to justice committees and other organizations on community-based justice initiatives.
- Organize, facilitate and participate in workshops/training sessions and conferences on community justice models.
- Evaluate community justice programs, training and workshops.
- Assist community justice committees, community and Government organizations with developing, implementing and evaluating community-based justice projects including the community safety strategy, crime prevention projects and proposals
- Collect and analyze statistical data on community justice program activities.
- Remain current on best practices in community justice through research and networking and sharing information with clients.
- Support communities in determining how alternative models of justice fit with their needs.
- Support communities through restorative justice process by initiating discussion, offering advice and direction at community and committee meetings.
- Lead the development of yearly work plans in consultation with communities and organizations on community justice activities.
- Coordinate the facilitation of projects related to community justice programs, and ensure reporting is timely and complete.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to exercise good judgment in analyzing situations and making decisions
- Ability to plan, direct and review the work of others.
- Ability to interpret, analyze and resolve complex issues
- Sound knowledge of program and project development, implementation and evaluation
- Sound knowledge of office procedures, financial and administrative practices.
- Excellent interpersonal, oral and written skills.
- Proficiency with current computer software, and ability to adapt to application changes
- Accurate keyboarding and proofreading skills
- Ability to conduct research through a variety of methods, including the ability to compile data and information and organize it into effective reporting formats
- Ability to travel
- Ability to work in a team environment consisting of government and non-government organizations and businesses on a multi-level basis

- Ability to work effectively with aboriginal organizations, government agencies, and communities
- A good understanding of community justice models and best practices
- An ability to organize, prepare and participate in workshops and meetings, including preparing and delivering presentations as well as written materials to support program communication needs
- Knowledge of division related legislations including Criminal Code, Youth Criminal Justice Act, Victims of Crime Act, Child and Family Services Act.

**Typically, the above qualifications would be attained by:**

These skills are typically obtained through the completion of a diploma or degree in a Social Science (Criminology, Psychology, Social Work) or a related discipline (Aboriginal Studies, Community Development) and 3 years practical experience in working in a community development and/or within the community justice field or 7 years' service in the community justice field.

**WORKING CONDITIONS**

**Physical Demands**

- No unusual demands.

**Environmental Conditions**

- No unusual conditions.

**Sensory Demands**

- No unusual demands

**Mental Demands**

- The incumbent may experience some stress through dealings with people who may be upset, may have been verbally, physically abused, and experience periods of time-limited high work expectations.
- The incumbent will be required to travel to the communities on occasion

**ADDITIONAL REQUIREMENTS**

**Position Security (check one)**

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check