



IDENTIFICATION

Department	Position Title	
Justice	Manager, Community Programs	
Position Number	Community	Division/Region
82-12850	Yellowknife	Community Justice and Policing

PURPOSE OF THE POSITION

The Manager of Community Programs prepares information for divisional decisions, coordinates with Community Justice staff to ensure the Division's objectives, deliverables and fiscal responsibilities are met and leads the planning and implementation of conferences and training events. The Manager is the primary resource and support person for Community Justice Committees, Coordinators in 33 communities in the NWT.

SCOPE

Located in Yellowknife, the Manager, Community Programs reports directly to the Director of Community Justice and Policing. Under the direction of the Director, the Manager, Community Programs will work independently to provide senior level, strategic advice to help shape program delivery for the Community Justice and Policing Division.

The Community Justice and Policing Division provides support to communities to develop and implement sustainable local justice programming in the areas of restorative justice, victim offender reconciliation, community policing and crime prevention. This includes the diversion program where communities assist youth and adults to deal with matters outside the formal justice system. Support is also provided to communities to enhance crime prevention activity at the local level.

The Manager, Community Programs provides advice and support in long- and short-term strategic solutions for the division, develops material for business planning and budget development, maintains accurate records and prepares program and project reports. The Manager, Community Programs oversees the financial and reporting obligations between the

Division, communities and federal and territorial partners for program and project delivery. The position provides leadership and oversight to the development and delivery of training and support to community justice, crime prevention, and victim offender reconciliation programming and sponsoring agencies in 33 communities.

The position plays an integral role in setting the strategic direction for supporting effective community safety. The position serves as a liaison between services that support restorative justice and survivors of crime. This position participates in researching and gathering information for programs that address factors leading to crime. The position has two direct reports: Community Safety Analyst and Community Justice Coordinator.

The result is NWT communities will be provided support in building their capacity to deal with justice issues at the local level through alternative measures and crime prevention programming. This will result in a decrease in the reliance on the criminal justice system i.e. RCMP, Courts, Community Corrections, Victim Services and Correctional Facilities. The support the position provides to the Community Justice Division will result in a more organized, efficient, effective and progressive operation.

Divisional Demographics

The position oversees and directs work for direct reports as one of manager positions and is one of 17 positions in the Division:

- Director Community Justice and Policing
- Manager, Policing (RCMP Liaison Officer)
- Manager, Community Programs
- Manager, Survivor Supports
- Community Justice Administrator
- Family Information Coordinator (2)
- Coordinator, NWT Victim Services
- Coordinator, Community Justice Programs
- Integrated Case Management Program (7)
- Senior Analyst
- Community Safety Analyst

Divisional Budget

Within the division there are several federal and territorial, cost shared agreements which form some of the incumbent's responsibility to manage and administer.

The 2020-21 budget for the division for programs and services: \$7,4 million

1. Victim's Services Contributions – \$3 million

- \$1,7 million annually in Victim Service Contributions: \$750,000 federal / \$950,000 GNWT
 - 10 contribution agreements / 13 positions
- Victims of Crime Emergency Fund (VCEF): \$77,000
 - Average of 65 of VECF's / annually

- Victims of Crime Fund (VAFT): \$300,000 – revolving fund from Territorial Court Fine Orders
 - 3-5 VAFT community projects / annually
- Men's Healing Fund Contributions: \$292,000
 - 3-4 contribution agreements / annually
- Emergency Protection Order contract – YWCA: \$105,000
 - Average of 65 of EPO's / annually
- 2020-23 Family Information Liaison Unit: \$381,000
 - 2 positions

2. Community Justice – \$3,4 million

- \$1.9 million annually on Indigenous Justice Initiatives: \$316,000 federal
 - Average of 30 community contribution agreements
- 2021-25 Drug Impaired Driving: \$1,5 million
 - Data analysis report
 - RCMP training Drug Impaired Driving devices
- 2021-23 Community Justice: Guns and Gangs Violence: \$1,4 million
 - 7 community contribution agreements
 - NWT Guns and Gangs Strategy

3. 2020-23 Policing Services: \$1 million

- 2020-23 1 Community Safety Officer Pilot: \$909,000
- 2020-21 1 Search and Rescue Review: \$95,000

Legislative and Policy Environment

The position accomplishes objectives balancing a person and community centered approach as well as the framework of Government of Northwest Territories (GNWT) Acts, regulations, guidelines, policies, and standards. The position supports the Department with policies and legislation that support its mandate and are consistent with GNWT and community priorities. These include:

Territorial:

- GNWT Action Plan Missing and Murdered Indigenous Women and Girls'
- GNWT Traditional Knowledge Policy (53.03)
- Northwest Territories RCMP Department of Justice Diversion Protocol Agreement
- NWT Response to the Truth and Reconciliation Commission Public Inquiries Act
- Victims of Crime Act
- Coroners Act
- NWT Victims of Crime Act
- Youth Criminal Justice Act
- Youth Justice Act
- Territorial Police Services Agreement
- Financial Administration Act
- Protection Against Family Violence Act – Emergency Protection Orders
- NWT Residential Tenancies Act

- GNWT COVID-19 Vaccination Policy and Proof of Vaccination

Federal:

- Access to Information and Protection of Privacy Act
- Criminal Code of Canada
- Inquiries Act
- RCMP Act
- Royal Canadian Mounted Police Act
- Canadian Victims Bill of Rights
- Canadian Statement of Basic Principles of Justice for Victims of Crime
- Gender Equity policy
- National Housing Strategy Act
- COVID-19 Vaccination Policy and Proof of Vaccination

RESPONSIBILITIES

1. Provides leadership in program and project planning and strategic solutions. Coordinates the collection of statistical information and data necessary for the Director to make decisions on community justice, crime prevention, and victim services program and project delivery.

- Conducts and collects research and advises the Director in matters concerning short- and long-term strategic planning for community justice, crime prevention, and victim services programs and projects, and assists with the development of divisional goals and objectives.
- Implements the program and project priorities of the Division as determined by the Director.
- Guides the development and implementation of divisional policy, procedures and standards.
- Provides staff orientation, training and supervision as required.

2. Supports and assists partners to build effective, efficient crime prevention, restorative justice and services that reflect the needs of the communities and the NWT.

- Develops and implements projects to expand community justice programs throughout the NWT.
- Establishes a monitoring system to ensure project deadlines are met.
- Ensures projects are carried out in accordance with Division's policy and procedures
- Participate in meetings with finance and other divisions in the Department and GNWT as required.
- Assist partners to identify and prioritize the demands or tasks related to crime prevention, restorative justice and victim services.
- Assist with the review of business cases and other planning documents.
- Coordinates special projects, events, and federal funding projects.
- Drafts proposals, letters of interest, project reports, project financial statements.

3. Operations and Maintenance

- Determines resource requirements and priorities for assigned programs and activities.
- Prepares administrative and fiscal documents pertaining to Division's programs and activities.
- Manages and distributes contribution funding and assists communities to formulate an activity plan to utilize resources in the most effective, efficient manner.
- Reviews annual work plans and assists communities to meet goals and objectives of work plan. Provides oversight to community justice and victim services reporting.
- Provides training and resource support community-based organizations and sponsoring agencies in 33 communities providing crime prevention, restorative justice and victim services initiatives.
- Facilitates the development, implementation and evaluation of community-based programs and projects with community-based organizations, territorial and federal partners.
- Collects, analyzes and charts data on community justice programs and project activity.
- Establishes a monitoring system to ensure compliance with Division's fiscal and operational reporting requirements.
- Provides monthly activity and financial reports to Director on crime prevention, restorative justice and victim services initiatives in the NWT.
- Travels when necessary to meet community representatives, or to facilitate and organize special projects.
- Implements project and program activities.
- Interacts with other divisions, Territorial and Federal departments as necessary.
- Consults with the Director and Division's staff on the allocation of financial resources.
- Analyzes financial and related reports to identify problems and advises Director on budgetary needs and proposes financial solutions.
- Prepares financial reports for programs and projects and contributes to monthly variance reports.
- Provides advice and support to the Director through annual business planning processes.

4. Serves as the Territorial/Divisional Representative

- Assists in determining the strategic direction and policies to crime prevention, restorative justice and victim services in the NWT at a pan-territorial and national level; and
- Represents GNWT Justice on crime prevention, restorative justice and victim services on behalf of the Director, Community Justice Division, ADM Solicitor General, Deputy Minister and Minister, as required.

5. Serve as the lead resource on victim, crime prevention, and restorative justice related issues within divisions, Government of the NWT, as well as at the community and the national level.

- Support and lead the Director, Community Justice and Policing, Assistant Deputy Ministers, Solicitor and Attorney Generals, Deputy Minister, and Government on broad

policy, standards and regulatory issues affecting the integrity and efficacy of victim, crime prevention, and restorative justice related issues services in the territory and the achievement of the government's social, economic and fiscal policy priorities for those services.

- Facilitate the development, management and implementation of legislation, policies, and standards for victim, crime prevention, and restorative justice programs, and the regulatory enforcement measures needed to serve the public interest.
- Provide leadership to ensure a comprehensive approach for victim support and crime prevention/intervention programs and services in the NWT.
- Develop strategic policy, legislative and regulatory frameworks to support victim, crime prevention, and restorative justice services in the NWT.
- Lead advisory and consultation processes on behalf of the Director, Community Justice and Policing, ADMs of Justice, Deputy Minister and Minister.
- Monitor and oversee an extensive range of services for individuals who have been affected by crime through a territorial wide network of service providers that assist victims at all stages; including the first point of contact with crisis response to provide assistance, support, referrals and a victim sensitive response by RCMP, Public Prosecution Office of Canada, courts, corrections and contracted agencies.
- Plan and oversee the development of community programs, strategic policy and priority initiatives that maintain and enhance victim, crime prevention, and restorative justice related services.
- Consult on issues pertaining to victims of crime and violence prevention, restorative/community justice and FASD initiatives within the division, as well as within the department, between departments and with other community/federal partners, as required.
- Ensure compliance to Territorial and Federal Legislation.

WORKING CONDITIONS

Physical Demands

Physical demands are as typically associated with an office environment. Long periods of computer work, regular visits to communities. Meeting frequently take place in the evenings.

Environmental Conditions

No unusual conditions.

Sensory Demands

Use of computer for extended periods.

Mental Demands

The incumbent may experience stress, emotional and mental fatigue, due to the heavy workload and deadline situations. The incumbent is required to travel by aircraft, 4 to 6 times per year.

The incumbent may deal with institutional resistance to implementing initiatives and changes in legislation.

The incumbent may experience indirect exposure to trauma through dealings with people who may be upset, may have been verbally, physically abused.

KNOWLEDGE, SKILLS AND ABILITIES

- High level knowledge of policing and government operations at a local and territorial level
- Ability to provide leadership and direction contributing to the success of the organization and its strategic priorities
- Ability to interpret, analyze and resolve complex issues
- Strong strategic thinking skills and judgement, as well as demonstrated ability to research, analyze, and synthesize multiple concepts and priorities
- Strong working knowledge of the function of the NWT Justice system
- Experience in developing, implementing, and monitoring programs and related policies
- Experience in and knowledge of Indigenous cultures in the NWT and the ability to work effectively in a cross-cultural environment
- Financial, policy analysis, evaluation and project management skills
- Proficient in a wide range of computer applications including word processing, spreadsheet applications, and information systems
- Effective interpersonal skills in sensitive and political environments
- Excellent oral and written communication skills
- Excellent organizational skills and an ability to work both independently and under deadlines.

Typically, the above qualifications would be attained by:

A degree in the human sciences and a minimum of five years' experience in the community justice field, or nine years of directly related experience.

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

French language (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
☐ French preferred

Indigenous language: Select language

☐ Required
☐ Preferred