

POSITION DESCRIPTION



Restorative Programs Coordinator (0.8 - 12 month maternity leave position)

Community Justice Programs

About Jesuit Social Services

Jesuit Social Services is a social change organisation working to build a just society where all people can live to their full potential. We do and we influence. We accompany people and communities to foster and regenerate the web of relationships that sustain us all – across people, place and planet; and we work to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Jesuit Social Services acknowledges the traditional owners of the land on which we work and pay our respects to Elders past present and emerging.

Our Values

- Welcoming – forming strong, faithful relationships
- Discerning – being reflective and strategic in all we do
- Courageous – standing up boldly to effect change

Position details

POSITION TITLE: **Restorative Programs Coordinator**

PROGRAM: Community Justice

LOCATION: BRUNSWICK

REPORTING RELATIONSHIPS: This position reports directly to Manager - Community Justice

This position has direct reports

EFFECTIVE DATE: June 2023

Position Summary

- Oversee the day-to-day operations of Community Justice Programs across two sites (Brunswick and Dandenong) including, intake and allocation of referrals, and provide professional support, supervision and direction to the Senior Restorative Practitioners.
- To assist the management team with oversight of all relevant program activity and contribute to the development, implementation and review of new and existing programs and restorative practice initiatives in keeping with the organisations vision, mission and values.
- Along with the Manager of Community Justice, develop, manage and maintain relationships with external stakeholders including government, schools, courts, funders, partner agencies, professional networks and the general public as appropriate.
- To provide high level administrative support to the Community Justice portfolio and assist the Manager with specific administrative, reporting and project tasks.

- Apply the principles of restorative practice and promote a shared approach to problem solving by empowering people to engage in effective communication, negotiation and decision making.

Community Justice Portfolio

[Youth Justice Group Conferencing \(YJGC\)](#)

YJGC is a state wide program legislated under the Child Youth and Families Act 2005 (Vic). YJGC accepts referrals through the Children’s Court. It aims to provide an effective community rehabilitation intervention at the pre-sentence stage of the court process.

Youth Justice Group Conferencing is a program based on restorative justice principles. It is a problem solving approach to offending that aims to balance the needs of young people, victims and the community by encouraging dialogue between individuals and groups who have offended and those who have been harmed, both directly and indirectly.

The aim of the restorative practitioner is to provide a pre-sentencing option for the Children’s Court, specifically designed to:

- Divert the young person from more intensive supervisory court outcomes
- Reduce the frequency and seriousness of re-offending by young people
- Increase victim satisfaction with the criminal justice process
- Give all parties a voice by allowing people to listen and communicate effectively;
- Prevent, manage, resolve and/or transform conflict;
- Understand, address, repair and/or prevent harm;
- Promote wellbeing or pro-social behavior;
- Harness cooperation for problem solving;
- Strengthen connectedness and community.

[Children’s Court Youth Diversion \(CCYD\)](#)

The Children’s Court Youth Diversion Service (CCYD Service) is a pre-plea option that supports young people appearing before the criminal division of the Children’s Court, to address the underlying causes of their offending through the development of a diversion plan. Within this plan, the option of a conference can be included as an activity and Jesuit Social Services provides that service in Metropolitan Melbourne. The diversion conference is designed to work closely with the CCYD Service and is tailored to the unique needs of the young person, family and supports.

[Community Conferencing](#)

Community Conferencing is a non-legislated approach using restorative practice that seeks to repair relationships that have been damaged between individuals, families, groups and communities in a range of settings. It takes into consideration the needs of those responsible for harm caused and the person, family or community affected by the harm. This approach aims to transform conflict into cooperation, harness that cooperation for problem-solving, prevent further harm, promote well-being and develop a pragmatic plan to coordinate community based resources to provide support and oversight. Community Conferencing operates across a range of contexts including but not limited to, the Children’s Court Youth Diversion Service (CCYD), pre-release conferencing, responding to adolescent family violence (RESTORE) and conferencing in schools (ENGAGE).

Key responsibilities and accountabilities

[Service delivery/ Practice Framework](#)

- Provide professional support, supervision and direction to Community Justice Senior Restorative Practitioners and wider team, with a focus on building a strong ethos and culture in the Community Justice team and the delivery of consistent and professional conferencing services.

- Oversee delivery of the program and work collaboratively with Department of Justice and Community Safety, Courts Victoria, Victorian Legal Aid, Victoria Police, Victim Support Services, local agencies and other related professionals to ensure consistency and professionalism in service delivery.
- Work collaboratively with management, staff and external stakeholders in the promotion and advocacy of the Community Justice Portfolio and explore new and emerging opportunities to apply restorative practices.
- Maintain program awareness and presence by developing collaborative working relationships with diverse stakeholders in both statutory and non-statutory settings.
- To deliver services consistent with program guidelines, relevant legislation, funding agreements and restorative principles.
- To maintain appropriate files, records and statistics to facilitate good practice and accountability.
- Understanding the purpose and expectations of the Victorian Child Safe Standards and demonstrated commitment to contributing to a child safe organisation in both practice and culture.
- The ability to manage competing priorities in a high-volume work environment.
- Other duties as required.

Leadership, team work, relationships and supervision

- Work effectively as part of a team, contributing to group outputs and reflective practice.
- Actively participate in regular supervision with the line manager, staff meetings and professional development opportunities

Communication, Continuous Improvement and Professional Standards

- Ensure all written and verbal communication is professional and appropriate for the purposes of carrying out the responsibilities of your role and in accordance with the professional standards and values of the organisation.
- Commitment to continuous quality improvement processes.
- Compliance with relevant legislation, Code of Conduct, policies and procedures of Jesuit Social Services.
- Fulfil the reporting and administrative requirements associated with the position.

Diversity, inclusion and culture

- Demonstrate respect and acceptance of diversity at all times.
- Interact with staff, participants and other stakeholders in a manner that is inclusive, respectful and non-discriminatory.
- Provide culturally appropriate support.
- Understanding and sympathy with the mission and ethos of Jesuit Social Services.

Position Requirements

- Current National Police Check
- International Police Check (where required)
- Current Employee Working with Children Check
- Valid and current Australian Drivers Licence
- Eligibility to work in Australia

Key Selection Criteria

1. Experience managing teams and providing supervision and support to staff.
2. Experience managing programs and the day to day operations of a service.
3. Knowledge of restorative practice, and sound understanding of how it is applied.
4. Excellent stakeholder management and communication skills including;
 - Ability to promote programs and engage with individuals and groups effectively
 - Ability to assess and respond to challenges
 - Ability to identify underlying issues and work with conflict
5. Understanding of the issues that may affect vulnerable or marginalised individuals, families and communities, including young people who come into contact with the criminal justice system.
6. Ability to work with Aboriginal and Torres Strait Islander people and people from culturally and linguistically diverse backgrounds, and understanding of the role that culture plays as a protective factor.
7. Excellent administration skills with the ability to identify themes and patterns across programs and practice.
8. Excellent time management skills – specifically the ability to handle a variety of tasks with competing priorities, and within specific timelines.

Key Performance Indicators

- *Service Delivery* - Service Agreement and key performance indicator targets are met and programs are delivered in a professional and accountable manner
- *Internal process quality* - Ensure the quality, compliance and timely completion of all relevant program and administrative processes.
- *Relationship management* - Engage with supervision and line management, and develop sound relationships with key stakeholders.

QUALIFICATIONS

Tertiary qualification/s and/or experience in field required.

Conditions of Employment

Conditions of employment are in accordance with the current Jesuit Social Services Collective Agreement and Jesuit Social Services Policy & Procedures, including the Code of Conduct.

A requirement of this position is vaccination from COVID-19. Jesuit Social Services requests evidence of full vaccination. Where a medical exemption applies, this must be supplied.

Safeguarding Children and Young People

Jesuit Social Services takes child protection seriously, and you are required to meet the behaviour standards outlined in our Code of Conduct.

Employee Acknowledgement

I, _____ (name – please print) acknowledge that I have read and understood the contents of this positions description.

Employee Signature:

Date: _____

Position Description Approved by:
General Manager Human Resources

Position Description Review Date:
2 years from effective date