



Program Coordinator – Youth and Adult Restorative Justice Court Diversion Program

LCCJ (Lanark County Community Justice) is seeking a diligent and dedicated Program Coordinator for our dynamic Youth and Adult Restorative Justice Court Diversion Program. This part-time role (30 hours per week) requires an individual committed to ensuring the smooth execution of community justice forums while supporting the Executive Director in administrative functions. This position reports directly to the Executive Director.

Key Responsibilities:

1. **Board and Executive Support:** Attend Board meetings as required, furnish necessary documentation, provide updates, and address concerns or challenges promptly.
2. **Records Administration:** Maintain confidentiality and manage all records, both electronic and paper, ensuring compliance with documentation practices.
3. **Office Administration:** Represent the organization professionally, assist with outreach, external communications, and event coordination. Manage Zoom forums and related recordings.
4. **Case Intake and Management:** Work with the police and Crown Attorney's and other community partners to manage the case. Handle referrals, conduct interviews, review referral practices, liaise with stakeholders, ensure forum compliance, deliver forums, supervise, and manage file closure procedures.
5. **Facilitator Training and Support:** Assist with the recruitment, screening, training and retention of volunteer facilitators. Maintain records, organize meetings, evaluate training needs, and provide ongoing mentorship and support. Coordinate monthly facilitator meetings and volunteer appreciation events.
6. **Miscellaneous Tasks:** Perform additional duties as directed by the Executive Director.

Qualifications:

1. **Education:** A bachelor's degree in criminal justice, social work, psychology, sociology, or a related field is preferred. Advanced degrees in these areas can also be advantageous.
2. **Experience:** Previous experience in program coordination, case management, or working within the criminal justice system is valuable. Familiarity with restorative justice principles, conflict resolution, mediation, or community-based programs.
3. **Skills:**
 - Strong organizational abilities and attention to detail.



Lanark County Community Justice

Building Stronger Relationships Through Restorative Practices

Lanark County Community Justice
8 Herriott St. Suite 10E
Perth, ON K7H 3P7
613-264-1558 or 1-888-264-1558
www.commjustice.org
executivedirector@commjustice.org

- Excellent communication and interpersonal skills for working with diverse stakeholders including clients, volunteers, law enforcement, and legal professionals.
 - Ability to maintain confidentiality and handle sensitive information.
 - Proficiency in Microsoft office 365, office administration, record-keeping, and data management.
 - Problem-solving skills and the ability to navigate complex situations.
 - Flexibility to adapt to varying work schedules and environments.
 - Volunteer management experience.
4. **Knowledge:** Understanding of restorative justice practices, principles, and its application in community settings. Knowledge of relevant laws and regulations pertaining to the justice system can be beneficial.
5. **Certifications/Training:** While not always required, certifications or training in restorative justice, mediation, conflict resolution, or related fields can enhance qualifications.
6. **Characteristics:** Empathy, cultural sensitivity, patience, and a commitment to the values of restorative justice, which include accountability, healing, and community involvement.
- Strong organizational and communication skills.
 - Ability to maintain confidentiality and manage records effectively with attention to detail and documentation.
 - Proficiency in office administration including all Microsoft Office 365 applications, data entry experience.
 - Familiarity with restorative justice principles is advantageous.
 - Trauma informed training is an asset

Remuneration:

- \$23.00 to \$26.00 per hour based on experience.
- 30 hours per week with 3 weeks of starting holidays.
- 50% coverage of cell phone expenses.

Work Arrangement: This role primarily operates from the office setting from Monday to Thursday, with occasional remote work from home or within the community as needed. Flexibility is essential, as the nature of the role may require evening, weekend, or off-office hours for forum delivery or client and volunteer communication. Coordination of schedules will be in collaboration with the Executive Director, staff, and volunteers.

If you are passionate about community justice and possess the required skills, please submit your resume, and cover letter to:



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executivedirector@commjustice.org by January 31st, 2023. Only those selected for an interview will be contacted.

Go to www.commjustice.org to learn more about our programs and services.

LCCJ is an equal opportunity employer. We encourage individuals from diverse backgrounds to apply.