Sheri Halladay, Workplan

As a response to the COVID-19 Pandemic and the direction for social distancing you have been asked to alter your regular work schedule and work partly from home and partly from the office. Programs that provide diversion services for the Ontario Court of Justice / Justice System are essential services. However, courts are closed and all in person client contact by staff and volunteers is suspended until further notice. Office hours are scheduled on a weekly basis to ensure that staff are not in the office at the same time. Staff are not permitted to accumulate banked time at this time and are asked to use any banked time they have remaining.

You are encouraged to take this opportunity to accomplish the following tasks, in order of priority:

1. Organize an On-line meeting of the Restorative Families Team and finalize the Restorative Parenting Discussion Group Session materials and information.
2. Clean office: Get rid of old files, clutter, boxes, unused items
3. Up-Date Files from the last two years and ensure that they are in order: all the necessary documents are present, in order and there are no loose papers
4. Document basic information about the accused in an excel spreadsheet separating youth from adults for the past 5 years. To be completed by June 30th, 2020.

* Program Year: For Example: April 1, 2019 to March 31, 2020
* Name
* DOB
* Police File #
* Charges
* Address
* Phone number
* Email Address
* Length of Time from referral to completion in days
* Re-offended in last year
* Re-offended in last five years
* # Community Service Hours Completed
* Amount of restitution
* Number of referrals made to another agency
* Successfully completed/unsuccessfully completed terms of the agreement
* Facilitators assigned – including staff
* Forums with victims present or no victim present?
* Other?

1. Destroy all client files that are older than two years. Once the above information has been gathered and approved by Joellen.
2. Set up on-line training with Francis Woobly for records management and organize your computer documents by ensuring you have the most current document and discarding the outdated. To be completed by June 30th,2020.
3. Up-Date Volunteer Files:

* Ensure that all the required documents are the current facilitator volunteer files
* Memorandum of Understanding
* Application/ Resume
* Reference Checks Documented
* CPIC with vulnerable sector screening
* Oath of Confidentiality
* Emergency Contact
* Self Assessment
* Confidentiality Contract
* Evaluations
* Photo Release
* Use of Technology Policy Signed
* Code of Ethics Signed
* Resignation or Dismissal Report
* Exit Interview
* Forum Evaluations
* YJC Volunteer Assessment Form– needs to be completed

Also, create 25 files for potential volunteers that have all the necessary forms and information to become a volunteer.

Document name and contact information including address, telephone number and email address for inactive volunteers on an excel spreadsheet and destroy the files of those volunteers who will not be returning.

1. Up-date current facilitators list with address, phone and email address and forward to Theresa and Joellen
2. Up-date list of current facilities/spaces that can be used for forums, meetings or parties with all contact information and stipulations/directions (eg. Hours, #people, etc…)
3. As time permits, watch on-line videos about Google Sheets and Google Documents, Organizing Gmail and using Gmail, creating an excel spreadsheet and power-point presentations, using Zoom, google hangouts and google meets and other on-line platforms for meetings, how to create and edit a PDF Fillable Form and familiarize yourself with how to use the LCD projector
4. Ask Steve about the youth charge screening form that the Crown uses in scope
5. Review the Volunteer Training Manual and Update it. Review the Volunteer Training PowerPoint and Update it.
6. Other: Please add other tasks that you have deemed valuable to accomplish during your altered work arrangement.