

# POSITION DESCRIPTION



## RESTORATIVE PRACTITIONER

Community Justice

### 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: SENIOR RESTORATIVE PRACTITIONER

PROGRAM: Community Justice

LOCATION: DANDENONG

REPORTING RELATIONSHIPS: This position reports directly to Coordinator - Community Justice  
This position has direct reports

EFFECTIVE DATE: January 2024

### Position Summary

- Convene and co-convene restorative practice processes between individuals and groups and across a range of settings, some of which will have a high level of complexity and sensitivity.
- Provide professional support, supervision and direction to Community Justice Restorative Practitioners.
- Support the management team to strengthen the capacity of the Justice Portfolio to adopt and embed a restorative practice framework, and to promote the application of restorative practice across Jesuit Social Services Programs
- Conduct preparation and follow-up to ensure that participants engage with restorative processes in meaningful and constructive ways and that relevant program requirements are fulfilled. This includes ensuring participants are connected to family, community and culture and linked to relevant supports and services. It also includes keeping quality case notes and writing reports for courts, statutory bodies and management.
- Apply the principles of restorative practice and promote a shared approach to problem solving by empowering participants to engage in effective communication, negotiation and decision making.

## Program overview

### [Justice Programs](#)

Our justice programs provide support for people who are involved in the criminal justice system or who are exiting prisons and youth justice precincts. Our program participants are assessed as high risk/ high needs and have limited social and family networks, accommodation and post release support options. They often have multiple and complex health concerns. We aim to deliver high quality programs that embody the principles of social justice.

### 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 by: raising their understanding of the impact of their offending on the victim; and utilising the resources of the immediate and extended family and/or significant others to support the young person
- Reduce the frequency and seriousness of re-offending by young people referred to the program
- Increase victim satisfaction with the criminal justice process
- Effectively integrate young people into the community following the conference process – promote wellbeing

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

The Children's Court Youth Diversion Service (CCYD Service) is a pre-plea option that aims to assist young people appearing before the criminal division of the Children's Court to move forward and complete a diversion plan. We offer a community conference to support this aim. The conference is designed to work closely with the CCYD Service and is tailored to the unique needs of young person.

#### [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 - adult justice, pre-release conferencing, Out of Home Care (OoHC) settings and in schools.

## Key responsibilities and accountabilities

### Service delivery/ Practice Framework

- Convene and co-convene restorative processes between individuals and groups and across a range of settings.
- Provide professional support, supervision and coaching to Community Justice Restorative Practitioners including, staff appraisals, staff development plans and human resource management tasks – with a focus on building a strong ethos and culture in the community justice team and the delivery of consistent and professional conferencing services.
- Assist the management team strengthen the capacity of the Justice Portfolio to adopt and embed a restorative practice framework and to promote the application of restorative practice across Jesuit Social Services Programs.
- To 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.

- Conduct preparation and follow up to ensure participants engage with restorative processes in meaningful and constructive ways.
- Maintain program awareness and presence by developing collaborative working relationships with diverse stakeholders in both statutory and non-statutory settings.
- Participate in core capability training, action learning and practice reflection opportunities to expand practice skills.
- To engage and build positive and constructive relationships with program participants.
- To deliver services consistent with program guidelines, relevant legislation and funding agreements.
- 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
- Monthly data is accurately maintained and provided to management as required.
- 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 organization.
- 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 License
- Eligibility to work in Australia

## Key Selection Criteria

1. Case management and/ or therapeutic practice experience in one or more of these areas: justice, schools, residential care, community & mental health.
2. Knowledge of restorative practice, and understanding of how it can be applied.
3. Experience in providing support, coaching and supervision to staff.
4. Demonstrated experience in program coordination, program implementation and program development.
5. Demonstrated understanding of strengths based, trauma informed and therapeutic practice.
6. Experience working with individuals and groups – identifying the underlying issues, working with conflict and assisting people to communicate effectively.
7. Excellent communication skills with young people, families, stakeholders and colleagues.
8. Understanding of the issues that may affect vulnerable or marginalised individuals, families and communities, including young people who encounter the criminal justice system.
9. Ability to work with people from culturally and linguistically diverse backgrounds and understanding of the role that culture plays as a protective factor.
10. Ability to fulfill reporting and administrative requirements attached to the position.
11. Excellent time management skills – specifically the ability to handle a variety of tasks with competing priorities, and within specific timelines.

## Key Performance Indicators

- *Performance* - Take all reasonable steps to ensure that:
  - Contractual program targets and key performance indicators are met
  - All affected parties are engaged with in an appropriate and timely manner
  - Consistent, high-quality preparation and facilitation of restorative processes
- *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 effective relationships with key stakeholders.

## 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.

## 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