

ARROWSMITH COMMUNITY JUSTICE SOCIETY
Board of Directors
Support Staff



Revised: 1 April 2016

LETTER OF EMPLOYMENT

Between:

NAME OF COORDINATOR

AND

Arrowsmith Community Justice Society

1. This agreement becomes effective **April 18, 2016**.
2. Employment as per attached job description.
3. Job sharing with _____ will involve sharing the following items as agreeable to both parties:
 - a. The employees will work a combined total of twenty (20) hours per week on a flexible work schedule. Any time over the twenty (20) hours needs approval by the Board chairperson or designate.
 - b. 4% vacation pay will be added to each remuneration payment.
 - c. Nonpaid time off may be taken at time agreeable to the parties, with reasonable notice given to the Board Chairperson or designate. (Reasonable to be determined by length of time requested).
4. Contract terms are as follows:
 - a. The hourly rate is \$26.00. Deductions will be made for Canada Pension Plan (CPP) Employment Insurance (EI) and Income tax. CPP will be matched & EI will be 1.4 times by employer as per Canadian Revenue Agency (CRA) requirements.
 - b. Travel costs associated with the coordinators responsibilities will be reimbursed at a rate of forty-seven cents (.47¢) per kilometer. All invoices will be submitted to the treasurer within thirty (30) days for reimbursement.
 - c. Evening work may be required. No work is expected on Statutory Holidays or weekends.

- d. The employee is responsible to the ACJS Board of Directors. When/where necessary (i.e. emerging issues), the Contractor will communicate with the Board of Directors through the board appointed chair or designate.
 - e. This agreement may be reviewed by mutual agreement.
 - f. With sixty (60) days written notice either party may terminate this agreement.
 - g. An evaluation of services provided shall take place between the parties as required.
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I, _____, agree to the above terms of the contract:

Signature
Name here

Date: _____

I, Caryl Wylie, chairperson of the Arrowsmith Community Justice Society Board of Directors agree to the terms of the contract:

Caryl Wylie, Chairperson
on behalf of
The Arrowsmith Community Justice Society

Date: _____

ARROWSMITH COMMUNITY JUSTICE SOCIETY

Coordinator Job Description



Revised: 16 Mar 2016

The Program Coordinator is responsible for implementing the program in compliance with the Arrowsmith Community Justice Society's (ACJS) Policy, Code of Ethics and Mission Statement, ensuring that their goals, objectives and values are met. These responsibilities will involve case management, volunteer management, administrative responsibilities, board affiliation and public relations as outlined below.

The Program Coordinator is responsible to the Board of Directors, the Volunteers, the referral agents, all parties involved in the conference process, and the Community.

CASE MANAGEMENT:

1. Receive and assess referrals for criteria and appropriateness.
2. Liaise with referral agent(s) (RCMP)
3. Assign conference team
 - a. Prepare all relevant information for conference team to review.
 - b. Liaise with team throughout process and assist with arrangement as requested.
 - c. Assist team in setting up agencies for restitution and/or community service hours
 - d. Monitor case status and completion.
 - e. Provide packages with necessary documentation for the team
4. Attend conference as required.
5. Arrange to have conference team debriefed
6. Clerical
 - a. Ensure the record keeping is completed
 - b. Ensure the reporting requirements of crown referrals are met.
 - c. Record data regarding completed case files.

VOLUNTEER MANAGEMENT:

1. All volunteer report directly to the coordinator.

(NEW VOLUNTEERS)

1. Contribute to volunteer recruitment and selection which will include assisting with:
 - a. Application assessments, reference check and security clearance.
 - b. The selection process
 - c. The training process.

(EXISTING VOLUNTEERS)

1. Dissemination of case information.
2. Respond to concerns and provide general support
3. Attend volunteer meetings and training sessions.
4. Assess & evaluate volunteer performance. Where applicable, arrange for training to assist them with any concerns.
5. Maintain personnel records for each volunteer including security check, meeting attendance, training received and case involvement.

ADMINISTRATION:

1. Liaise with RCMP and the Crime Prevention Officer.
2. Maintain the integrity and confidentiality of the program
3. Develop sites for community service / public service / temporary employment for restitution purposes.
4. Liaise with community resources as required. This includes School District 69, government agencies and other restorative justice programs.
5. Maintain a library of resource material.

BOARD RELATIONSHIP:

1. Attend and participate in meetings
2. Provide monthly report of program activities
3. Liaise with committees as directed/requested
4. Manage petty cash and report to Treasurer
5. Carry out new initiatives as directed.

PUBLIC RELATIONS:

1. Liaise with public relations committee
 - a. Attend speaking engagements as requested
 - b. Respond to general inquiries from public

PROFESSIONAL DEVELOPMENT:

1. Attend professional development programs as mutually agreed to by the Board.

JOB EVALUATION

1. Will be reviewed annually based on board goals, volunteer and partner feedback.