

COMMUNITY JUSTICE CENTRE

PANEL MEMBER

JOB DESCRIPTION

Function:

To assist the team* at the resolution conferences with appropriate input and community knowledge so as to enable all parties to come to a respectful conclusion.

Responsibility:

- Panel members must be residents of the Comox Valley;
- As part of the resolution team, panel members are responsible for attending the pre-resolution conference briefing, the resolution conference and the post-conference de-briefing session;
- To attend training sessions to keep updated with any procedural changes, and for background skills and knowledge so as to continue to be effective in the resolution conferences; and
- Inform the CJC of any specific areas of expertise or knowledge that you might have that would assist the coordinators scheduling a more productive team for the resolution conferences.

Reporting:

Concerns arising during a conference are to be addressed in a caucus (time-out) with the facilitator, and discussed in the post-conference debriefing. Lingering concerns following a conference are to be brought to either the case co-ordinator at the time, or to the chief administrator for follow-up discussions.

Skills required:

- Good listening and communication skills;
- Current knowledge of community resources;
- A non-judgmental attitude;
- A respect and understanding of restorative justice practices;
- Cultural sensitivity;
- Life experiences;
- Personal integrity; and
- A commitment to the process.

Duties:

- To read the case file prior to the resolution conference;
- To give input at the resolution conference as decided at the briefing session with the team (how and when);
- To assist the respondent(s) or complainant (s) with understanding the wider interests of the issues that are being discussed;
- To provide the values and beliefs of the community;
- To assist the facilitator during the resolution conference by supporting the remaining parties during the process if a caucus is determined as necessary;
- To suggest community resources that are applicable and available;
- To assist in the writing and witnessing of an agreement to repair the hurts; and
- To support CJC community education forums as much as possible

Estimated time for resolution conferences:

Count on three hours – 30 minutes for the pre-conference briefing; two hours for the conference; and 30 minutes for the de-briefing. Depending on the number of participants involved and the complexity of the case, some conferences will take more than three hours, so be prepared. You will get an idea of the time by speaking with the case co-ordinator prior to the conference, preferably before noon of the conference day.

Frequency:

How often you may be requested depends upon the number of cases that are currently active; how often you agree to participate depends entirely on you and your schedule. You can accept as many, or as little, as you like. The CJC attempts to get you at least one case a month. If you would like more – or less – requests, please indicate your preference to the admin or case co-ordinators.

****The Team:***

The team includes the facilitator, both panel members, and the case co-ordinator. Observers are not part of the active team.