

COMMUNITY JUSTICE CENTRE

FACILITATOR

JOB DESCRIPTION

Function:

To facilitate the resolution conferences so that:

- All parties are heard;
- A meaningful and viable agreement is reached by both respondent(s) and complainant(s); and
- The board-approved process is followed.

Responsibility:

- Gathering all relevant information from the coordinator;
- Facilitating the resolution process with the conference team*;
- If there is a volunteer-in-training observing the process – gaining prior permission from the participants for the observer(s) presence;
- Attending training sessions to keep updated with any procedural changes, and to give expertise and insight to questions or cases in discussion.

Reporting:

Immediate concerns may be addressed during the resolution conference by caucusing with the parties concerned, and the co-ordinator. Panel members may assist the caucus process by supporting the remaining party during the caucus. The facilitators report any follow-up concerns to the chief administrator who will communicate the concerns and requests of the facilitators to the board.

Required Training:

This position requires training through a recognized program or organisation; and/or experience in the field of dispute resolution.

Duties:

To: -

- Prepare and read ahead the pertinent case file of the resolution conference;
- Gather relevant information from the case co-ordinator;
- Attend with the briefing team 30 minutes before the resolution conference begins for strategizing the input from the team, caucusing, power balancing, questioning, confidentiality, agreement options and resources, and administrative and decision making processes;
- Ensure that all parties are included in the process;
- Sign and witness agreements; and
- Participate in the debriefing session with the conference team after the participants have left.

Skills:

- A non-judgmental attitude;
- Cultural sensitivity;
- Impartiality re: process management;
- Ability to be assertive and “take charge” / or to remain quiet when necessary;
- Group facilitation skills;
- Problem solving skills; and
- Common sense.

Knowledge:

Some knowledge of:

- Legal requirements of the *Child, Family and Community Service Act* as required by the Ministry of Children and Family Development;
- Extra-judicial Measures Program under the *Youth Criminal Justice Act*, Section 6;
- Criminal Justice system;
- Philosophy and principles of restorative justice;
- Alcohol and addiction issues in general;
- Respondent and complainant issues;
- Culturally appropriate community resources / available services (youth & adults);
- Family dynamics; and
- Mental health issues in general.

Awareness of:

- Personal values and boundary issues;
- Potential conflict of interest issues;
- Confidentiality issues

***The Team:**

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