**CASEWORK VOLUNTEER APPLICATION**

Thank you for your interest in volunteering with Restorative Justice Victoria (RJV)!

RJV is recruiting for casework volunteers who will serve in the roles of facilitators and mentors. **All casework volunteers must commit to volunteering with RJV for at least one year following the completion of the training**.

If you are selected, these volunteering positions require attendance at all of the following training sessions, which will be held at our offices (1933 Lee Avenue).

## Mandatory training for all casework volunteers

1. Saturday October 20, 9:30 am – 5:00 pm
2. Monday October 22, 6:00 – 9:00 pm
3. Monday October 29, 6:00 – 9:00 pm
4. Saturday November 3, 9:30 am – 5:00 pm
5. Wednesday November 7, 6:00 – 9:30 pm
6. Saturday November 17, 9:30 am – 5:00 pm
7. Monday November 26, 6:00 – 9:30 pm

## Optional training for casework volunteers who wish to serve in the mentor role

1. Saturday December 1, 9:30 am – 5:00 pm

# Clearing up Three Common Misconceptions about RJ

Most people we meet have some inaccurate information about restorative justice that we like to clear up right away:

* RJV is victim-centred. Therefore, victims and the needs they have resulting from the offence are at the heart of what we do. We work hard to ensure our processes are safe, fair, and effective for victims. This does not mean that we neglect offenders. Their needs and the root causes of their offence are also a priority. We are stating this here to notify potential volunteers that our work is not offender-focused, as this is true for some restorative justice programs. RJV works with minor and serious offences, and not all of them are diversion (some cases we handle are done in addition to a court trial)
* RJV works primarily with adult offenders; only about 25% are 12-17 years old

# Casework Volunteers

At RJV, casework volunteers work with clients (people who are responsible for or affected by crime) in the roles of facilitators and mentors. The commitment we ask for from all caseworkers is to:

* Put their name forward for six cases per year. This does not mean that each facilitator will be on six cases (it may be three, four, or five), just that they’re available for six; and
* Attend three events/trainings per year

Casework volunteers self-select which cases they take on. It is difficult to estimate the number of hours for a typical case. For mentors, most cases take at least 10 to 20 hours, and this is typically spread out over time three to six months. For facilitators, most cases take at least 7 to 10 hours, spread out over typically two to four months.

## Facilitators

**Facilitator Role in a nutshell**: You are the leaders of the case and guardians of the RJ process until the end of the dialogue. It is your responsibility to oversee each of the participants on the file, design the dialogue/process in a victim-centred way with clients’ input, prepare everyone for the dialogue, and help clients get their needs met (with the support of your team and staff). The facilitators share the workload based on individual strengths. RJV believes in co-facilitation rather than facilitators working solo, which helps ensure that clients get the skills, experience, and perspectives of two facilitators rather than just one, and also supports the facilitators by providing opportunities for co-reflection, debriefing, and learning.

**Main goals for a facilitator:**

* Prepare all participants for the dialogue by identifying their needs and determining if and how RJ can meet them.
* Keep a good pace throughout the prep phase: not too fast, and not too slow.
* Facilitate the RJ meeting in a way that’s inclusive, respectful, victim-centered, and meaningful to all participants

## Mentors

**Mentor Role in a nutshell**: As the mentor on a case, your primary task is to ensure that the person you’re working with (typically offenders but sometimes victims if they want a mentor) is supported and prepared (before, during, and after the RJ dialogue). After the dialogue, in the case of offenders, you will assist them with completing their agreement With victims, you will keep them updated on the offender’s progress and assist them with resources and supports as required. You’ll always be part of a team along with other volunteers or staff, though you will meet one-on-one with your client at least once.

**Main goals for a mentor**:

* Help the offender explore what it means to take responsibility and be accountable, and the impacts of their actions on others and the community
* Help victims identify their needs and advocate for them in the process
* Build/strengthen the offender’s and victim’s support systems and capacities, including addressing contributing factors behind the offence for offenders and identifying supports to address impacts for victims
* Keep the offender on track with his/her agreement terms and other RJ program responsibilities and help the case manager keep the victim updated on the offender’s progress

# Volunteer Application

Please fill out the following form and email to [Laura@RJVictoria.com](mailto:Laura@RJVictoria.com) by Friday, September 21st, 2018 **with your resume/CV** using the subject line “Casework Volunteer Application – [Your Name]”.

|  |  |
| --- | --- |
| ABOUT YOU |  |
| 1. Full name   (and preferred name, if different) |  |
| 1. Date of Birth   (format: January 1, 1970) |  |
| 1. Phone Number(s) |  |
| 1. Email Address |  |
| 1. Emergency contact person, name and phone number |  |
| 1. How long have you resided in the (Greater) Victoria area? |  |
| 1. How long are you planning to stay in the (Greater) Victoria area? |  |
| 1. Please tell us a little bit about yourself (interests, hobbies, previous experience, education) |  |

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| --- | --- |
| Volunteering with RJV  please note, you can apply to volunteer as a facilitator, mentor, or both | |
| 1. Please tell us why you want to volunteer with RJV |  |
| 1. If you are interested in volunteering as a facilitator, please describe what you would bring to this role |  |
| 1. If you are interested in volunteering as a mentor, please describe what you would bring to this role |  |
| 1. How did you hear about us? |  |
| 1. How do you incorporate restorative justice/restorative values into your life? |  |
| 1. At RJV, we value real-life experiences just as much as (if not more than) education and work experience. Please list any relevant life experience you have that would be beneficial to our program and clients (e.g., if you have been a victim or offender – this is kept confidential) |  |
| 1. Do you know anyone who is currently volunteering with us or another RJ agency? |  |
| 1. If we are not able to take you on as a casework volunteer, would you be interested in volunteering with RJV in other roles? Other roles include acting as scribe or community member during dialogues, volunteering around the office to help with admin work, volunteering at events, helping with fundraising. |  |

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| --- | --- |
| Reference(s)  please provide us with at least one reference who can speak to your ability to act as a FACILITATOR/Mentor | |
| 1. Reference #1 Name |  |
| 1. Reference #1 Phone Number |  |
| 1. How do you know each other? |  |
| 1. May we contact them any time, or do you need to notify them first? |  |
| 1. Reference #2 Name (optional) |  |
| 1. Reference #2 Phone Number (Optional) |  |
| 1. How do you know each other? (Optional) |  |
| 1. May we contact them any time, or do you need to notify them first? |  |

*Email this application to Laura@RJVictoria.com by Friday, September 21st, 2018 with your resume/CV using the subject line “Casework Volunteer Application – [Your Name]”.*

***Any questions, you can call us at (250) 383-5801 or email Laura at*** [***Laura@RJVictoria.com***](mailto:Laura@RJVictoria.com)

*To “check” a check box (**), right-click on it and select “Properties” then select “Checked,” which is under the heading “Default value” in the window that appears.*

# Police Information Record Check

All casework volunteers will have to get a police information check done with a vulnerable sector search by their local police department, give the original to RJV to keep on file, and renew it every three years (requirements of our referral sources).

Have you ever been charged with or convicted of a criminal offence?\*  No  Yes: (please provide details and/or talk to one of our staff to discuss further):

**\*If you have been charged with or convicted of an offence:** *this is not an automatic reason to exclude you from applying. We require an official written statement from police (acquired through a FOIPPA request made by you) of the offence, and we use our discretion based on what the offence and circumstances were. This is kept confidential. We generally like to wait at least a year or two after the offence happened/any type of sentence has been completed. Please call us to discuss further.*

# Additional Information

I, [YOUR NAME HERE], hereby:

give permission to Restorative Justice Victoria to obtain any and all information in regard to my application as a volunteer with the program

understand that the commitment for all volunteers is **one year**, including putting my name forward for six cases and attending **three** RJV events per year (e.g. trainings, self-care meetings, our AGM, fundraisers, etc.)

agree to sign an oath of confidentiality when asked

agree to attend all required training sessions (Saturday October 20, 9:30 am – 5:00 pm; Monday October 22, 6:00-9:00 pm; Monday October 29, 6:00-9:00 pm; Saturday November 3, 9:30 am – 5:00 pm; Wednesday November 7, 6:00-9:30 pm; Saturday November 17, 9:30 am – 5:00 pm; Monday November 26, 6:00-9:00 pm, plus Saturday December 1, 9:30 am – 5:00 pm for mentors)

Today’s date:

**Don’t forget to include your resume/CV in your emailed application.**