



### Contract Position – Complex Caseworker

**Title:** Complex Caseworker

**Reports to:** Executive Director

**Hours:** Flexible hours, averaging 14/week according to workflow

**Rate of pay:** \$40/hour

**Length of contract:** Funding for this position is available for 7 months

To apply, please email your cover letter and resume to [office@rjvictoria.com](mailto:office@rjvictoria.com).

This job posting closes at 11:59 pm on Monday August 3<sup>rd</sup>.

Restorative Justice Victoria is looking for a Complex Caseworker. **Do you have a background in counselling, social work, or mediation? Are you passionate about restorative justice and community justice?** The Complex Caseworker works as a facilitator or mentor on cases with complex relational dynamics, serious offences, and/or clients with trauma backgrounds, mental health concerns, substance use concerns, lower cognitive function, and/or experiencing homelessness or poverty.

### **Duties and Responsibilities**

- Works with clients, both who have been harmed and caused harm, to build a restorative justice process around their needs and to prepare them for dialogues and other forms of communication and reparation
- Meets with case teams and the staff team to plan and strategize for cases
- Oversee completion of files, supporting casework volunteers as challenges arise
- Make referrals and connections to community supports
- Provide updates to case managers throughout

### **Required Qualifications**

- Education and work experience in restorative justice, counselling, social work, mediation or related field
- Experience working with people with trauma backgrounds, mental health concerns, substance use concerns, lower cognitive function, and/or experiencing homelessness or poverty
- Ability to efficiently organize, delegate, plan, and coordinate a complex caseload
- Demonstrated ability to deal tactfully with sensitive client issues and maintain confidentiality
- Ability to manage time effectively and prioritize tasks
- Advanced communication skills
- Available to work flexible hours including evenings and weekends
- Ability to obtain and pass a Criminal Record Check



### **Desirable Qualifications and Licenses**

- Experience with restorative justice, preferred
- Knowledge and/or experience in working with government funding agencies, the law enforcement community and/or the justice system
- An understanding of the structural and social issues related to crime and victimization
- Driver's licence

### **Breakdown of Activities**

Client meetings, support and engagement	50%
Staff and volunteer team meetings	20%
Dialogue facilitation and support	20%
Email correspondence and administrative duties	10%

### **Covid-19**

As this contract will take place during a continuously changing work environment, please note the following requirements:

- Feel comfortable working in a mixed-location environment – working remotely and some in-person meetings (with safety precautions in place such as masks, physical distancing, and outdoor meetings).
- Able to be adaptable and creative during casework to respond to client needs while upholding safety precautions and policies.
- Access to a computer when working remotely.
- Should be familiar and competent with computer programs including Zoom and Office 365 (Outlook, Word, etc.).

RJV is committed to employment equity. We especially welcome applications from people who are Black, Indigenous, or a Person of Colour, people with disabilities, LGBTQ+ people, and others with the skills and knowledge to engage productively with diverse communities.