



Restorative Justice Housing Ontario

Restorative Justice Housing Ontario Job Description: Program Director

The person occupying this position will report to a member of the board of directors of RJHO and will work with most or all members of the board. The position will commence in September 2019 on a 1-2 days per week basis, which is expected to increase to 3 days a week within 6-9 months.

The person will be expected to have substantial experience in some of the areas below. He/she should have an understanding of the criminal justice system, both provincial and federal, the impact of incarceration and the needs of offenders returning to the community. This would include an understanding of the various components of restorative justice.

Members of the board of directors will be directly involved with the co-ordinator regarding many of the job responsibilities. Where the responsibility begins with “assist”, these are fully expected to be handled on a joint basis with a board member at least through the initial phases.

Housing

- Have direct contact with landlord representatives in seeking and negotiating apartment rentals in geographic areas as identified by board members
- Assist the assessment of the extent and degree of probable community adverse reaction
- Assist the development and implementation of appropriate response programs to anticipated community reaction

Volunteer recruiting, co-ordination, training and support

- Assist in maintaining and developing contacts at identified potential volunteer communities
- Assist to develop and present seminars designed to recruit suitable community volunteers
- Assist in development of volunteer training programs
- Assist in locating and recruiting training personnel to provide training programs
- Support work of volunteers and volunteer champions at each rental contact location holding regular review and encouragement sessions

Tenant assessments and ongoing liaison

- Hold periodic (at least one per month) group meetings to include all tenants at each location



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- Assist in the development of documentation related to suitable tenant profiles, tenant assessments, tenant code of conduct
- Meet with every prospective tenant, prepare a personal evaluation, combine with assessments from outside sources to result in a proposed response to any prospective tenant for review with designated board member(s)

Liaison with outside resources

- Assist in establishing contacts with outside resources/groups necessary to support tenants. Examples: mental health professionals, job counselling, parole and police officers, addiction counsellors, probation officers, community and institutional chaplains
- Assist in identifying and then maintain contacts with agencies able to assess suitable tenants and/or to refer same
- Assist in identifying and then maintain contacts with correction services chaplains (federal and provincial) or other persons recommending prospective future tenants

Fundraising

- Identify possible sponsor groups to Board members and support efforts as reasonable