

A Guide For Community Facilitators

Position Description:

Restorative Resolutions Community Facilitators advocate for and facilitate restorative resolutions in Mission, BC. They are guided by the Mission, Vision and Guiding Principles of Restorative Resolutions. They assess the suitability and readiness of participants and prepare them to participate in a restorative resolution process; organize and facilitate restorative resolution processes; assist participants with drafting restorative agreements; support the completion of restorative agreements, and evaluate and report to the MRR Staff regularly on each assigned case. They participate in ongoing development and training activities.

General Responsibilities:

- Adhere to the Volunteer Community Facilitator Code of Ethics, A Charter for Practitioners of Restorative Justice, Oath of Confidentiality and Community Facilitator Agreement.
- Carry out all activities relating to the provision of restorative resolution processes.
- Maintain communication with the MRR Staff.
- Actively participate in ongoing reflective training and evaluation activities.

Specific Duties:

1. Receive referrals and related information from Restorative Resolutions Staff. Discuss the case with Restorative Resolutions Staff. Report to MRR Staff at least bi-weekly during all aspects of the case process.
2. Team build, discuss and plan facilitation with co-facilitators.
3. Maintain complete documentation on each case for the duration of involvement; ensure appropriate safeguarding of case information to meet confidentiality agreements with Restorative Resolutions, referral agencies and participants.
4. Meet with people involved in the case to explain Restorative Resolutions and restorative approaches and build relationship. Determine their willingness, capacity and suitability to participate.
5. Ensure the Authorization to Participate forms are appropriately completed and signed.
6. Work with the parties to determine, based on their needs, the safety of all and restorative principles, appropriate restorative approaches to resolving their issue/conflict. Support them through any and all restorative processes.
7. Facilitate the development of Restorative Agreement(s) with the people involved. Determine and provide/organize appropriate support for the agreement. Elicit that support from others as appropriate.
8. Support the Agreement to its completion.

9. Debrief the case with other Community Facilitators and Restorative Resolutions Staff.

Development and Evaluation Activities:

1. Attend and actively participate in the initial 13 week training program.
2. Attend volunteer training events and meetings -generally held monthly.
3. Participate in personal and program development and evaluation activities.

Community Facilitator Qualifications/Areas of Development:

Community Facilitators endeavour to bring the best possible skills and training to their volunteer work with Restorative Resolutions. As such, they exhibit or are actively working towards acquiring the following skills and qualifications:

1. Knowledge of the principles of restorative justice; ability to put restorative justice principles into practice-particularly as they relate to the Restorative Resolutions.
2. Familiarity with and adherence to the practices, policies and processes of Restorative Resolutions and A Charter for Practitioners of Restorative Justice.
3. Committed to being a life long learner, engaging in reflective practice, and continuous improvement as a facilitator.
4. Excellent facilitation and conflict resolution skills.
5. Excellent communication and listening skills.
6. Excellent organizational skills.
7. Comprehensive skills and ability to employ restorative process models such as victim offender mediation, community conferencing, restorative mediation and circles.
8. Willing to accept and give direction, feedback and support with other volunteers and Restorative Resolutions Staff.
9. Clear understanding of the role of the Community Facilitator.
10. Ability to support all participants (while remaining neutral) throughout a restorative resolutions process.
11. Self-awareness with respect to personal issues which may impede impartiality and effectiveness in working with people in conflict, and/or either accused of or affected by acts of crime.
12. Ability to relate well with individuals in conflict in the community and/or with the law.
13. Committed to accepting and working with Community Facilitators for at least 15 hours per month.
14. Committed to attending and participating in monthly meetings and occasional additional training events.