

<b>Job Title:</b>	Restorative Justice Support Worker
<b>Responsible to:</b>	Service Manager / Service Team Leader / Restorative Justice Practitioner
<b>Supervisory Responsibility:</b>	None
<b>Overall Purpose:</b>	To assist in enabling service users (young people and adults) to address and repair the harm caused by their offending, involving family and others, as appropriate; encouraging and assisting service users to understand the consequences of their behaviour for themselves and others, particularly persons they have harmed, and endeavouring to reduce re-offending.

**Main Duties & Responsibilities:**

**Quality**

- To assist in service delivery according to service protocols and best practice for restorative justice
- To assist in ensuring the service is delivered in conjunction with Sacro's Performance Improvement system
- To assist in ensuring that service user involvement in decisions relating to the delivery of the service is in line with Sacro's Engagement Policy

**Casework**

- To carry out day to day service delivery as required by taking on allocated cases, liaising with potential service users and service users, arranging & facilitating meetings and reparative tasks where appropriate
- To assist in the review of case progress and report to the Service Manager/Service Team Leader/Restorative Justice Practitioner
- In conjunction with the Service Manager/Service Team Leader/Restorative Justice Practitioner, identify a manageable caseload
- To assist the Service Manager/Service Team Leader/Restorative Justice Practitioner, to assess service users' offending behaviour, prepare proposals for interventions, prepare individuals for and facilitate the restorative process and to report on the progress of contracts agreed between the person/s responsible and person/s harmed by crime and antisocial behaviour
- Model behaviour and relationships with young people, which recognises the impact of crime on those harmed and their communities, and reinforce positive behavioural goals with service users
- As required to support persons harmed and survivors who are involved in the restorative process
- To liaise with volunteers with regard to casework
- To establish and maintain appropriate links with agencies related to service delivery, particularly with regard to reparative tasks

- To carry out tasks associated with the restorative process as required by the Service Manager/Service Team Leader/Restorative Justice Practitioner

### **General Responsibilities**

- To establish and maintain appropriate referral and information systems, records and case files, as required
- To prepare reports and other written material as requested
- To carry out all duties in accordance with Sacro policies and procedures
- To contribute to the development and promotion of the organisation and its services
- To participate in training events and other professional activities as required

### **Other**

Sacro is totally committed to creating a culture in which diversity and equality of opportunity are promoted actively and in which unlawful discrimination is not tolerated. Sacro recognises the real organisational benefits of having a diverse community of staff and to this end, is working towards building and maintaining an environment which values diversity. It is the individual responsibility of every member of staff to maintain an environment which values diversity.

Teamwork is a vital aspect of Sacro's work and the post holder is expected to take an active part in meetings, as required, and where possible and appropriate, to cover for colleagues.

Appointment and continuing employment will be subject to the granting and maintaining of a satisfactory Enhanced Disclosure Scotland check and suitable references. Staff are required to ensure immediate notification to their line manager of any criminal charges or convictions.

All staff are required to adhere to Sacro's Health & Safety policy and to implement this in their working environment and practice.

All staff are required to ensure that their practice complies with the requirements of Data Protection.

### **Education and Experience Required**

The post holder must have good written and verbal communication skills and education at least to Higher grade (equivalent to Scottish Credit and Qualifications Framework (SCQF) Level 6). Knowledge of the criminal justice system, restorative justice principles and good IT skills are also essential. Ideally, s/he will have a social care background and it is desirable to have had some experience of working in the criminal justice system and restorative justice in particular.

### **Outline of Main Terms and Conditions of Service**

Salary:	SJC Salary Scale Points 15 - 18 (currently £16,710 - £17,874 per annum)
Leave Entitlement:	25 days annual leave; 12 statutory days
Hours of Work:	35 hours per week, by arrangement, Monday to Friday Some evening/weekend work may be required
Pension:	Sacro employees are automatically entered into the Strathclyde Pension Fund subject to satisfying eligibility criteria. This is a contributory scheme and employees may opt out of the scheme within the first month of employment.
Work base:	Aberdeen.
Notice:	4 weeks on either side, in writing