

## Position Description

**Position:** **Accountability Specialist**  
*(Part time role)*

**Reports to:** Clinical Manager

### Functional Relationships:

**Internal**  
Executive Director / General Manager  
Operations Manager  
Clinical Consultant  
Auckland Hub  
Specialist Team

**External**  
Police  
Crown prosecutors  
Specialist victim advisers  
Sexual violence sector agencies  
Social service providers  
Restorative Justice providers  
Corrections staff  
Court staff  
Judiciary  
Private counsellors & counselling agencies

### Main Objectives of the Role

1. To assist with the intake assessment, preparation and ongoing risk and safety assessments for the person who caused the harm.
2. To provide the person who caused the harm support and guidance in restorative justice processes.
3. To support by providing information, recommendations, and advocacy.
4. In the process of conducting this work to promote and work towards a society that is free from sexual harm.

### **Minimum and ideal Requirements - Qualifications & Experience**

- NZQA approved qualification in the field of counselling, social work, psychology, or psychotherapy, with at least four years 'experience.
- Current full member of a professional counselling, psychotherapy, psychology, or social work body including a practicing certificate in relevant discipline.
- Experience working with people who have caused sexual harm.
- Ability to meet criteria and maintain Ministry of Justice restorative justice accreditation of Sexual Violence specialist – working with sexual offending/harm cases. Induction and training will be given to support this.  
- see link -
  - <https://www.resolution.institute/restorativejustice/accreditation>
- Current driver's license and ownership of legal vehicle available for work use.
- Own computer capability and Internet access at home.
- Own phone with internet access.
- Able to travel (air and car) when required.

### **Responsibilities: - Accountability Specialist (AS)**

***Work in collaboration with other members of the team to assess needs and to prepare, where relevant a person who has caused harm to be able to fully participant in the Restorative Justice Process.***

This includes:

- Attend the weekly case review hub meeting/fortnightly CRM meeting to review your allocated cases with the Clinical Manager/Clinical Consultant and the casework team.
- Provide appropriate support, information, assessment, and direction to those that have caused the harm and their support person throughout the restorative justice process in collaboration with the Survivor Specialist (SS) and Facilitator.
- Provide appropriate support, information and direction to families and community of the survivor and the person who caused the harm throughout the restorative justice process in collaboration with the SS and Facilitator.
- Provide appropriate information or referral to all participants in the restorative justice process as appropriate and working in consultation with the Survivor Specialist and Facilitator.
- Liaise with the person who caused the harm in pre-conference preparation in shuttle mediation to support the best outcome in the conference meeting.
- Support the person who caused the harm to collate best outcomes and what they wish to convey in the conference meeting.

- Work with the Survivor Specialist in supporting the person who caused the harm in survivor empathy work in preparation for the conference meeting.
- Attend the conference meeting and actively participate in facilitation to support best outcomes for all participants with priority given to survivor needs.
- Actively follow-up with person who caused the harm post meeting to assess satisfaction levels and support with referral to appropriate counselling support if required.
- Advocate with appropriate parties to support agreed conference outcomes being completed.

### **Other Role Responsibilities**

- Keep up to date and accurate statistical and clinical records within the web-based client management system (Penelope).
- Attend to all correspondence in a timely way.
- Attend Project Restore training sessions/practice Hui's as required.
- Attend one on one supervision with an external supervisor as per PR policies and procedures and signed supervision agreement (in your own time and at your own expense if in a contracting role).
- Monitor and attend to work related stress and trauma and report to the Clinical Manager via Supervisor if unable to attend to work due to ill health – psychological and physical.
- Provide a tax invoice monthly by 5<sup>th</sup> of the following month for the previous month's work undertaken, alongside supporting Penelope reports (if in a contracting role).

### **General Experience and Skills**

- Previous experience or work with those who have caused sexual harm.
- Familiarity with trauma-based therapy and theories and be able to apply these to sexual and family violence restorative justice practice.
- Ability to work well in teams where participation and mutual support is valued.
- Ability to apply and implement effective and efficient administrative practices.
- Reporting writing skills.
- Flexibility of time and adaptable skills
- Ability to work collaboratively with professionals from other disciplines.
- Responsible group member – appropriate skills to participate in group and team decision-making, processing, and conflict resolution.
- Ability to self-manage while being a team member.
- Ability to work cross culturally with cultural sensitivity and to perceive one's limits to do so, and the ability to make culturally appropriate referrals where indicated.
- Ability to assess capacity, risk, and readiness and to develop safety plans with clients.

- Exhibits genuine respect for all parties.
- Keeps up to date with community resources.
- Keeps up to date with changes and developments in restorative justice in New Zealand.
- Works collaboratively with the person harmed and Survivor Specialist and other restorative justice personnel.

### Values and Beliefs

- A commitment to Te Tiriti o Waitangi and its implications for partnership and service provision.
- A commitment to the principle of the paramount of the safety and well-being of children and young people.
- An understanding of sexual abuse/sexual assault/sexual violence dynamics and myths within our society that is informed by analyses of gendered power.
- A commitment to culturally appropriate and gender appropriate services.
- A commitment to achieving the best possible outcome for all parties with the survivor at the center.
- A commitment to work respectfully with people who have practiced harmful sexual behaviours and achieving the best possible outcome for the person who caused the harm with survivor interests being prioritised.
- A commitment to personal growth and development.
- A commitment to ethical practice.
- Alignment with commitment to the values and vision of Project Restore NZ and of MOJ Restorative Justice practice guidelines:
  - Pono** – We are truthful, honest, and sincere in our interactions with people.
  - Tika** – We do things in the right way.
  - Aroha** – We feel compassion, caring and empathy for others.
  - Mana motuhake** – We enable people to achieve self-determination.
  - Manaakitanga** – We show respect, generosity, and care for others.
  - Aharurutanga** – We provide a place of warmth and safety.
  - Whanaungatanga** – We develop relationships and work together.

### Personal Skills

- Have engaged or currently engaged in own counselling or psychotherapy, whilst regularly undergoing own supervision.
- High levels of self-awareness and good self-care skills.
- Ability to identify, seek support and take responsibility when personal life stress impacting on quality of work.
- Capacity to process personal and interpersonal emotional issues.
- Active learner and open to feedback.
- Self-management and readiness to work in a team which evolves and learns together.

## About Project Restore

### **PROJECT RESTORE NZ's Vision;**

Aotearoa New Zealand is free from cycles of sexual violence.

### **PROJECT RESTORE NZ's Mission;**

We restore a sense of humanity, justice and dignity, when sexual harm has occurred. We believe that the experience of restorative interaction has the power to model compassionate behaviour which breaks wider cycles of sexual harm, hurt and violence now and for future generations.

We provide a “kiwi made” world class survivor centered Restorative Justice approach to “putting things right” where sexual harm has occurred.

### Core Project Restore NZ Values

- Collaboration
- Generosity
- Kindness
- Manaakitanga
- Respect
- Responsibility