

## Position Description

**Position:** **Restorative Justice Survivor Specialist**

**Reports to:** Clinical Manager

**Functional Relationships:**

**Internal** Executive Director / General Manager  
Operations Manager  
Clinical Consultant  
Case Review team  
Specialist Group

**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  
Other stakeholder groups

**Main Objectives of the Role**

1. To assist with the intake assessment, preparation and ongoing risk and safety assessments.
2. To provide the person who has been harmed support and guidance in the restorative justice process.
3. To support survivors to experience acknowledgement and validation of their emotional, physical, spiritual responses as a result of the harm they have experienced.
4. In the process of conducting this work to promote and work towards a society that is free from sexual violence.

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

- NZQA approved qualification in the field of counselling, social work, psychology or psychotherapy.
- Current full member of a professional counselling, social work, psychology, or psychotherapy body including a practicing certificate in relevant discipline e.g., counselling, psychotherapy, social work, or psychotherapy.
- Minimum four years clinical experience working with survivors of sexual violence (must have) and perpetrators of sexual harm (helpful).
- Minimum one year of experience working in collaborative roles with sexual violence sector agencies (Ideal)
- Ability to meet criteria and maintain Ministry of Justice restorative justice accreditation of Sexual Violence specialist – working with sexual offending cases. Induction and training will be given to support this.
- Knowledge of working within Ministry of Justice restorative justice standards for sexual violence cases, or existing accreditation as an RJ facilitator (helpful, but not essential – will be included in induction)
- 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: - Survivor Specialist**

***Work in collaboration with other members of the team to assess needs and to prepare, where relevant a victim – survivor to be able to fully participate in the Restorative Justice Process.***

#### ***This includes:***

- Liaising with external stakeholders – OC and VA and counsellors.
- Provide appropriate support, information, assessment and direction to survivors throughout the restorative justice process in collaboration with the Harmful Sexual Behaviour Specialist (HSBS) and Facilitator.
- Provide appropriate support, information, direction and referrals to families and community of survivor and person who allegedly caused the harm throughout the restorative justice process in collaboration with the HSBS and Facilitator.
- Liaise with survivor in pre-conference preparation and shuttle mediation to support the best outcome in the survivor- person who allegedly caused the harm meeting.
- Support survivor to identify their needs and plan the restorative justice process to meet these needs.
- Work with HSBS and person who allegedly caused the harm to bring survivor questions

and assess ability to answer them along with assessing level of survivor empathy.

- Attend survivor- person who allegedly caused the harm conference meeting and actively participate in facilitation to support best outcomes for all participants (with priority given to survivor needs).
- Actively follow up with the survivor 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**

- Participate in weekly hub meetings and case review fortnightly to discuss new referrals, to begin the assessment process with the survivor, person who allegedly caused the harm, respective family/supporters and other agencies involved, and to develop case plans.
- 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 agreed upon external supervisor as per PR policies and procedures and signed supervision agreement.
- Monitor and attend to work related stress and trauma and report to Clinical Manager via supervisor if unable to attend to work due to ill health – psychological and physical.
- To assist the Clinical Manager with projects, both internally and in the community, when required
- To assist the Clinical Manager with the referral intake phase, as required.

### **General Experience and Skills**

- Effective counselling/psychotherapy skills with individuals, couples and family members.
- Experience working with sexual violence and family violence trauma survivors.
- Familiarity with trauma-based therapy and theories and be able to apply these to sexual and family violence clients.
- 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.
- Highly organised, while thriving in a fast-paced working environment.
- 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 who caused the harm and HSBS and other restorative justice personnel.

### Values and Beliefs

- A commitment to the 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 feminist analyses of gendered power.
- A commitment to culturally appropriate and gender appropriate services. Seeks assistance with cultural competence as required
- A commitment to achieving the best possible outcome for all parties with the survivor at the centre.
- A commitment to work respectfully with people who have sexually harmful behaviours and achieving the best possible outcome for the person who allegedly caused the harm with the survivor interests being prioritized.
- 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 NZ**

#### **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 centred Restorative Justice approach to “putting things right” where sexual harm has occurred

### **Core Project Restore NZ Values**

- Collaboration
- Generosity
- Kindness
- Mannakitanga
- Respect
- Responsibility