

Justice Advocate

POSITION DESCRIPTION

Title	Justice Advocate / IDRS Justice Advocacy Service		
Role Purpose	Deliver support and advocacy to people with cognitive impairment across NSW when they are involved in the criminal justice system as victims, witnesses or suspects/defendants. Recruit and support a local network of volunteer support persons.		
Reports To	Team Leader		
Direct Reports	Volunteer Support Persons		
Hours	Full time and part time positions across NSW Please refer to the Justice Advocacy Service staffing plan		
Internal Relationships	<ul style="list-style-type: none"> • IDRS Board • IDRS Members • IDRS Staff • Volunteers • Host agency staff 	External Relationships	<ul style="list-style-type: none"> • People with cognitive impairment/Service Users • Department of Justice and other government departments • NSW Justice Agencies and staff • Disability and mainstream services • Community based organisations • Indigenous community organisations • External Network Contacts • Legal Aid • Private solicitors • NSW Police • Courts • Victims Services

<p>Key Result Areas (KRA)</p>	<ol style="list-style-type: none"> 1. Support people with cognitive impairment in their interaction with criminal justice system 2. Volunteer Recruitment, Support and monitoring 3. Advocacy 4. Stakeholder and Community Engagement 5. Reporting/Evaluation 6. Administration
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KRA	Key Tasks
<p>Support people with cognitive impairment in their interactions with the criminal justice system</p>	<p><i>For people with cognitive impairment who are involved in the criminal justice system as victims, witnesses or suspects/defendants -</i></p> <ul style="list-style-type: none"> • Provide in-person support for people in their interactions with the criminal justice system, including at police stations, courts, legal appointments, justice conferences, correctional centres • Facilitate communication to promote person's understanding of their rights and choices, to maximise understanding of and participation in their criminal justice process and their understanding of court outcomes and conditions • Support the person to exercise their rights • Comply with JAS policies and procedures in providing support • Work with justice personnel to resolve problems arising for the person through their criminal justice process • Follow up issues or needs raised by volunteers or justice personnel for the person following support • <i>Justice Advocacy role will include some after hours and weekend on call supports at police stations</i>
<p>Volunteer recruitment, support and management</p>	<ul style="list-style-type: none"> • Recruit suitable local volunteers in line with JAS volunteer recruitment policies • Work with JAS education staff to identify volunteer training needs and to arrange and deliver local volunteer training • Coordinate the work of volunteers • Arrange and prepare volunteer support persons to assist individuals at police stations, courts, legal appointments and correctional centres • Support volunteers, including briefing and de-briefing and follow up, to ensure that volunteer needs are met. • On-going monitoring, evaluation and support of volunteer performance in accordance with JAS policies to ensure safe and high quality support for people with cognitive impairment • Monitor the welfare of volunteers and respond to volunteer feedback and needs eg for trauma or crisis counselling • Arrange local volunteer activities to enhance network cohesiveness and mutual learning

<p>Advocacy</p>	<p><i>Advocate for people with cognitive impairment who are involved in the criminal Justice system as victims, witnesses or suspects/defendants to support best possible outcomes in their criminal justice matter</i></p> <ul style="list-style-type: none"> • Manage criminal justice supports and advocacy for a case load of people with active criminal justice matters • Work flexibly and compassionately within a strength based and trauma informed practice style • Provide information and support access to accessible information for JAS service users • Proactively assist the person to identify and link with services to support best justice outcomes eg diversion orders, bail, apprehended violence order or victim's support • Proactively advocate to resolve problems and injustices that arise in person's interactions with the criminal justice agencies • Promote and support improved interaction between justice agencies (police, solicitors and courts) and people with cognitive impairment at the individual and systemic level
<p>Stakeholder engagement and community engagement</p>	<ul style="list-style-type: none"> • Promote JAS to all relevant agencies and individuals in the service delivery area. Includes presenting information sessions as needed • Develop close collaborative working relationships with the criminal justice agencies to facilitate referral to JAS, problem solving and best outcomes for the person with cognitive impairment • Develop close working relationships with community agencies • Work proactively to develop respectful, consultative partnership relationships with Aboriginal and CALD communities • Maintain broad and current knowledge of mainstream and disability services that can be accessed for JAS service users • Develop and maintain systems to link people with cognitive impairment to assistance • With the agreement of the person, liaise collaboratively with their family, friends or other supporters.
<p>Administration/Reporting/Evaluation</p>	<ul style="list-style-type: none"> • Maintain data entry to ensure up to date records on JAS data base/case management system in accordance with policies and procedures. Accurate data entry will be essential to enable service cohesion and reliability, reporting on activities and outcomes and for evaluation of the service. • Actively participate in service evaluation processes • Comply with all JAS policies and procedures. • Ensure you are able to be contacted to enable response to urgent requests for supports. • Maintain client confidentiality • Apply conflict of interest guidelines • Submit time sheets, leave and expenses forms as required

<p>Contributing to a cohesive, reliable, high quality service</p>	<ul style="list-style-type: none"> • Attend team meetings, training and events • Maintain a high level of communication with team leader and other staff • Actively contribute ideas or concerns to facilitate continuous improvement of the JAS service or of other IDRS services • Respond constructively to feedback from people who use JAS and others to facilitate continuous service improvement • Participate in working groups, projects across IDRS • Work collaboratively with other IDRS services and projects • Attend IDRS events and activities as required
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