

## **CJI Mediator Job Description**

**Purpose of Position:** Along with a co-mediator, help neighbours, friends, family members, co-workers, victims of crime and offenders to resolve conflict using Restorative Justice principles.

### **Skills Required**

- ability to listen and put people at ease
- patience
- basic record keeping
- willingness to explore issues of confusion and tension

### **Time Commitment**

A minimum of 1 year is required. Scheduling of cases is determined by the mediators and participants. Volunteers are also required to attend regularly scheduled peer support meetings.

### **Location of Volunteer Work**

Primary location is Community Justice Initiatives 49 Queen St. North, Kitchener. However some mediations may occur offsite at Community Centres or Schools within Waterloo Region or out of town such as Guelph or Hamilton

### **Benefits**

Volunteers develop hands-on skills in conflict resolution and active listening and have opportunity to contribute to their community.

### **Responsibilities**

- Arrange and facilitate meetings with participants. Ensure the safety and comfort of everyone involved. Maintain ongoing contact with co-mediator and relevant program staff in regards to the assigned case.
- To adhere to all relevant agency and program policies and procedures.
- Provide an on-going assessment of the appropriateness of cases for mediation.

### **Training**

Transformative Mediation Training\*, Practical Skills Workshop and Volunteer Orientation are all required. Additional training provided for areas of specialization.

### **Supervision**

Case supervision is provided by the assigning Service Coordinator. Additional supervision is provided by the Program Coordinator as applicable.

### **Screening**

All volunteers must complete an agency orientation complete an application form and submit a criminal records check as well as a résumé.

\*Due to the large complement of CJI volunteer mediators, we cannot guarantee a position on our volunteer roster for all who take the Transformative Mediation Training. Roster spots will be determined by CJI's needs and interviews with CJI staff.

**For more information, contact CJI Volunteer Coordinator Peggy La Flamme at 519-744-6549 ext. 208 or email Peggy : [plaflamme@cjiwr.com](mailto:plaflamme@cjiwr.com)**