

INTERNAL & EXTERNAL JOB POSTING

**Restorative justice Caseworker
(Short-term contract to March 31, 2027)**

ISANS is looking for a full-time **Restorative Justice (RJ) Caseworker** responsible for delivering the Nova Scotia Restorative Justice Program (NSRJP) for youth and adults in Halifax Regional Municipality (HRM).

Key elements of this role include:

- Working with people in conflict with the law and those who have been harmed to understand their needs, justice-related and otherwise
- Designing and facilitating restorative justice processes that address and repair harm and enable participants to work towards meaningful change and enhanced well-being.

As an ideal candidate, you are highly collaborative, skilled communicator, listener, and connector, and demonstrate curiosity, openness, and the willingness to learn and grow. Individuals who are driven by the desire to make a difference in the lives of others, have a strong understanding of social justice issues, and are energized by the prospect of being a part of a new restorative justice team in Halifax, are encouraged to apply.

Reporting to the Supervisor and Manager, Family, Children & Specialized Settlement Services, this position will be responsible for:

Core Duties and Responsibilities

- Work alongside other RJ Caseworkers, the Coverdale Office Manager and ISANS supervisors to support NSRJP referrals each year. Manage an individual caseload of over 40 referrals at a given time.
- Meet with and maintain contact with NSRJP participants who have been referred to restorative justice, those who have been harmed, and others connected to and/or affected to understand their needs (justice-related and otherwise), as well as perspectives, contexts, and causes associated with the reason for the referral.
- Connect participants to appropriate culturally relevant, suitable, accessible supports and services, as needed.
- Ensure timely and effective communications with referral sources (police, crowns, judges, Correctional Services staff, and victim-serving agency staff) from the outset of the restorative justice process to ensure all relevant parties are informed of the progression of cases referred.
- Collaborate with casework team and external partners (e.g., community partners, referral sources) to map, design, and facilitate restorative justice circles or sessions that meet justice needs, are responsive to contextual and systemic factors, as well as root causes, and which create space and conditions for all participants to repair harm and move forward.
- Provide support to participants in the completion of Restorative Justice Plans.
- Prepare restorative justice reports to inform sentencing following the completion of a post-conviction referral made by the judiciary.
- Capture all required information and maintain up-to-date case notes in the determined case management databases for ISANS and NSRJP
- Conduct all restorative justice work in a manner that is consistent with restorative justice principles, NSRJP practice guidelines, and case management and data entry standards.
- Network with other non-profit sector organizations and justice system partners to foster and maintain partnerships to advance restorative justice and other justice transformation efforts.

The ideal candidate for this position will have the following:

Education, Knowledge, Skills, and Experience

- A post-secondary degree in a relevant social sciences or humanities discipline, or an equivalent combination of education and experience, including professional, volunteer, and lived experience.
- Experience in a case management, front-line service delivery, program facilitation, conflict resolution, and/or customer service context.

- Proven track record in maintaining organization, balancing tasks, and meeting deadlines when faced with a full workload competing priorities.
- Demonstrated ability to communicate effectively with and create spaces of safety and trust for a wide range of newcomers as they navigate challenging contexts.
- Aptitude for fostering healthy, productive, and safe dialogue among people with distinct needs and experiences.
- Working knowledge of and experience in applying anti-oppressive, human-centered, and trauma-informed frameworks and practices, including in working with people with diverse and overlapping needs.
- Strong collaboration, community engagement, and network building skills.
- Knowledge of social supports and services, community-based resources and programs, and the non-profit sector in the region.

ISANS Core Competencies

Cultural Competency; Equity, Diversity & Inclusion

- Embracing the value that different perspectives and cultures bring to an organization

Collaboration

- Working collaboratively with others across the organization to achieve shared objectives

Continuous Learning

- Continually seeking new knowledge and skills, as well as developing existing capabilities

Innovative Thinking

- Introducing new ways of looking at problems and developing useful ideas that are new, better, or unique

Accountability

- Holding self and others responsible and accountable to being transparent and principled in our approach and to meeting commitments

Respect

- Actively encouraging an environment of fairness, honesty and integrity for all

For more information on the Nova Scotia Restorative Justice Program and the Nova Scotia Restorative Justice Program Protocols, please visit the following links:

- Nova Scotia Restorative Justice Program: <https://novascotia.ca/just/rj/>
- Nova Scotia Restorative Justice Program Protocols: <https://novascotia.ca/restorative-justice-protocols/>

Terms of Employment:

- 1-year short-term contract
- Full-time 35 hours per week
- Hybrid work environment: work location will be determined by operational requirements, prioritizing ISANS mission and clients to determine the right balance of in-person and virtual work
- Flexibility to travel throughout the Halifax Regional Municipality for meetings as required.
- Ability to work evenings and weekends, from time to time and as required.
- Access to a private vehicle or another form of reliable transportation.

Commencement Date: ASAP

Closing Date: Friday April 24, 2026, 4pm

To apply: Please e-mail your resume and cover letter merged into one document to careers@isans.ca, stating the title of the position you are applying for in the subject line. Employee referrals are encouraged.

ISANS is dedicated to inclusiveness, equity, and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. We encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

Only those eligible to work in Canada will be considered for this position

We wish to thank all applicants for their interest and effort in applying for this position.

However, only candidates selected for interviews will be contacted.