



# Restorative Justice Facilitator (Case Manager) Job Description

## PRIMARY PURPOSE

This position is responsible for assisting with the implementation of the District Attorney's Juvenile Diversion Initiative administered by the National Conflict Resolution Center (NCRC), working in conjunction with NCRC management, the San Diego County District Attorney's office, program partners, and community stakeholders. The current opening is in Central San Diego.

The successful candidate will be self-motivated, enthusiastic, and community-driven to take on this exciting role. They will have a solid understanding of restorative justice principles, 2+ years of youth mentorship experience, 2+ years working with diverse teams; a bachelor's degree in Psychology, Sociology, Criminal Justice, Social Work, or another closely related area, with relevant experience including:

- Strong demonstrated ability to develop personal networking relationships.
- Ability to share personal experiences to build trust and a sense of hope.
- Knowledge and application of evidence-based practices; demonstrated competency in collaboration, humility, perseverance, and adaptability.
- Strong knowledge and experience in restorative justice practices, including facilitation, circle keeping, conferencing, mediation, and/or conflict coaching.
- Strong sense of compassion and empathy for people harmed by crime.
- Ability to identify problems and participate in team problem-solving efforts for people harmed, along with advocacy and counseling navigation.
- Ability to function in regional activities.
- Demonstrated ability to work cross-racially, cross-culturally, and cross-denominationally.
- A working knowledge of the criminal justice system in California and court procedures.
- Excellent organizational, listening, oral, and written communication skills.
- Ability to coordinate among various stakeholders to complete projects and activities.
- A solid understanding of and commitment to social change through building the capacity and power of people to change their communities.
- Intermediate computer skills, including the ability to learn new technology.

## ESSENTIAL FUNCTIONS

### Direct Service

- Invite, inform, and prepare participants for the DA-JDI process
- Perform an evidence-based assessment tool with the responsible youth, which will assist in the creation of a case plan
- Build consensus around the case plan that includes connections to community resources and addresses healing and reparations to the person/community harmed
- Build trust and relationships with participants during pro-social activities
- Facilitate restorative meetings and restorative community conferences
- Coordinate, manage, and evaluate support for responsible youth and persons harmed, including mentorship, counseling, community service opportunities, after-school programs, and other services
- Perform ongoing case management to ensure participants are progressing while adjusting services as needed
- Conduct participant evaluations and post-assessments

### **Restorative Continuum**

- Work with management and community stakeholders to provide support around regional restorative justice systems
- Help maintain a referral system between community support services and participants in the program
- Maintain communication with past participants involved in the process
- Participate and provide regular updates at stakeholder meetings and regional collaboratives
- Cultivate and develop relationships with partner organizations, other RJ practitioners, and communities interested in the DA-JDI program
- Stay current with trends in the field of restorative justice by attending events and researching other transformative youth-centered programs

### **Training, Outreach, and Education, Collective Impact**

- Work with staff and community partners to provide training for co-facilitators, mentors, and the community on the DA-JDI process and Restorative philosophy and practices
- Work with staff and community partners to provide outreach, educational materials, and presentations on the DA-JDI process and on Restorative philosophy and practices
- Participate and support other community-driven efforts to disrupt the school-to-prison pipeline
- This position requires having a car and a valid driver's license

### **Documentation and Administrative**

- Track and enter case-specific data into case management systems for reporting purposes
- Track and document program-related expenses
- Collect and submit data from evaluation and assessment instruments deployed at case intake, connecting to subcontractors, and after program completion
- Work with staff and community partners to evaluate and report on the health impacts, financial impacts, and other measures identified through programming
- Participate in non-program-related NCRC events, staff development, and self-care

### **Hourly Rate (Hourly position)**

\$25 - \$27/HOUR

### **WHAT WE OFFER**

A team-oriented, mission-driven, supportive environment with tremendous opportunity for growth and development. Our benefits package includes paid leave starting at 28 days (14 holidays, 14 vacation days), retirement account funding, and much more!

### **ADDITIONAL INFORMATION**

The National Conflict Resolution Center strives to be a diverse, equitable, and inclusive organization. We are committed to building a talented team that reflects the diverse backgrounds of the communities that we serve. As an Equal Opportunity Employer, we prohibit any form of discrimination based on race, color, ethnicity, religion, creed, sex, gender (including gender identity and expression), sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, or other characteristics or any other basis prohibited by any applicable federal, state, or local law. All successful candidates will go through an orientation period that includes multiple trainings/workshops including but not limited to Mandated Reporting Laws, Restorative Practices, ART of Inclusive Communication, Anti-Harassment Training, Mediation, Motivational Interviewing, and Trauma-informed Care.