



Restorative Justice Coordinator
Job Description
.75% Time

ESSENTIAL JOB FUNCTIONS

- ❖ Coordinates all functions of Restorative Justice community-based alternative juvenile sentencing program
- ❖ Screens and processes intakes from referring agencies: police; schools; JPPOs; Court
- ❖ Oversees Reparative Process with youth, victims, and families
- ❖ Facilitates Restorative Justice Panel meetings
- ❖ Oversees completion of Reparative Plans
- ❖ Collaborates with CADY partners on activities relative to community engagement for youth
- ❖ Recruits, screens, trains, and supports community volunteers to assist with the implementation and operation of the Restorative Justice Program.
- ❖ Works with the Restorative Justice Advisory Council and other volunteers to interpret the needs of the community
- ❖ Establishes, foster and maintains friendly and cooperative relationships with the public, private sector, governmental agencies and social service agencies
- ❖ Develops and maintains partnerships with community leaders and organizations, keeping positive youth development tenets at the forefront of collaborative efforts
- ❖ Attends relevant discussion group/meetings related to youth issues, restorative justice, and services for youth and families (area prevention advisory councils)
- ❖ Assumes any and all duties as appropriate to this position
- ❖ Adheres to all policies, procedures and directives set forth by CADY
- ❖ Reports to CADY Executive Director

OTHER DUTIES AND RESPONSIBILITIES:

- ❖ Ability to communicate effectively, both verbally and in writing, with multiple stakeholders
- ❖ Completion of tracking and reporting to meet grantor requirements and comprehensive evaluation measures
- ❖ Establishes and reviews program and project goals and guidelines with Advisory Council and CADY Executive Director
- ❖ Spokesperson for the Restorative Justice Program educating and promoting the program to the general public

- ❖ Works with Executive Director and CADY evaluator (Community Health Institute) to develop specific policies and procedures for data collection. Maintains statistical data needed to evaluate the program
- ❖ Establishes and maintains files and records

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES:

Duties require a minimum of a Bachelor's Degree in Criminal Justice, Human Services, Education or related field and three years experience in law enforcement, probation, social work or equivalent experience and education

Requires knowledge of Alternative Sentencing and commitment to principles, methodology and practice of Positive Youth Development

Requires the ability to manage and direct volunteers

Requires working knowledge of computer, Internet, and software applications to include word processing and spreadsheets, fax machine, photocopier and typewriter

Ability to interact positively with a variety of people and personalities

SUPERVISORY RESPONSIBILITY:

Responsible for the recruitment and supervision of all Restorative Justice Program volunteers and interns