



Job Title: Program Coordinator **Starting date:** 10/15/24 **Department:** Housing and Treatment Departments

Hours: Mon-Fri TBD (occasional evenings)

Reporting to: Housing and Treatment Director

Employment type: (part-time) **Salary range:** \$23.34 - \$29.71

Organization Overview

Restorative Partners, Inc. (RP) is a nonprofit dedicated to transforming lives affected by crime through healing services and supportive relationships. We champion dignity, respect, and the capacity for change in every individual. Our goal is to accompany those impacted by crime on their journey of restoration, fostering accountability and promoting non-violence. Through education, compassion, and restorative practices, we strive to break cycles of harm and build a more just community.

www.restorativepartners.org

Position Overview

As part of the Housing and Treatment team, the Program Coordinator supports the Housing and Treatment Director in developing and implementing the RP DeVaul Ranch Participants Program. Key responsibilities include, but are not limited to coordinating all onsite programming with RP staff and volunteers, scheduling, and facilitating programs. This role requires strong communication skills, empathy, and commitment to Restorative Partners' mission.

Roles & Responsibilities

Program Activities

Coordinate and assist with the following:

- Listening Circles
- Alcoholics Anonymous (AA) and Narcotics Anonymous (NA) meetings
- Recreational activities Session
- regular workshops on community resources
- enrollments to our system navigation program and/or Cencal Cal AIM programs
- Communication with key leaders of Sunny Acres
- participate in Project Partners: CRG, RP, and RRM as needed
- participant feedback sessions and surveys
- recruiting and training volunteers or interns to support program activities and client services
- adjusting housing for clients on-site during the transition

Community Outreach and Networking

- Build and maintain relationships with local organizations, healthcare providers, and government agencies to create a strong referral network
- Represent the organization at community events and meetings to raise awareness about our services

Administrative Duties

- Prepare and submit regular reports on program activities, client progress, and outcomes **Program**

- Database entry
- Participate in staff meetings and contribute to the development of organizational policies and procedures
- Assist in fundraising efforts by providing relevant data and success stories

Professional Development

- Stay updated on best practices in social work and relevant fields through ongoing education and training
- Attend required workshops, webinars, and conferences to enhance skills and knowledge
- Participate in regular supervision

Other duties as assigned

Knowledge, Skills, Talents, & Abilities

- Understanding of restorative justice principles and practices
- Familiarity with criminal justice system processes and terminology
- Knowledge of trauma-informed care approaches
- Understanding of local community resources and support services
- Exceptional interpersonal and communication skills (verbal and written)
- Proficient in active listening and empathetic response techniques
- Proficiency in relevant software and database management systems
- Talent for remaining calm and composed in challenging situations
- Aptitude for creative problem-solving and innovative thinking
- Innate sense of cultural sensitivity and inclusivity
- Ability to maintain strict confidentiality and professional boundaries
- Capacity to work independently and as part of a collaborative team
- Flexibility to adapt to changing schedules and priorities
- Ability to demonstrate consistent empathy, professionalism, and accountability

Essential Requirements

- Valid government-issued identification
- Current driver's license, valid automobile insurance, and reliable transportation
- Successful completion of a comprehensive background check
- Compliance with organizational Vaccination Policy
- Bachelor's degree in Social Work, Psychology, Criminal Justice, or related field (preferred)
- Proficiency in Google Suite, Microsoft Office Suite, and database management systems
- Ability to work flexible hours, including occasional evenings
- Fluency in English (bilingual English/Spanish highly desirable)

Acknowledgment

I acknowledge that I have read the job description above and the requirements for this position and certify that I can perform these essential functions.

Employee Signature Date _____

Restorative Partners is an equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, disability, sex, gender identity, marital status, age, or any other protected status covered by federal or state law.

Program Coordinator 2 October 15, 2024