



**Job Title:** Restorative Justice Coordinator

**Starting date:** ASAP

**Department:** Reentry Programs and Services

**Hours:** Mon-Fri 9-6pm (occasional evenings and weekends)

**Reporting to:** Mission and Restorative Justice Implementation Director

**Employment type:** Full-Time

**Salary range:** \$21.00 - \$26.32

## 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](http://www.restorativepartners.org)

## Position Overview

As part of the Restorative Partners team, the Restorative Justice Program Coordinator will be responsible for managing the day-to-day operations of the new Restorative Justice Conferencing under the direction of the Mission and RJ Implementation Director (MRJID).

Key responsibilities will include but are not limited to, receiving and tracking cases from referral sources through completion, conducting intake interviews, and facilitating restorative justice conferences. The role encompasses volunteer management while building and maintaining strong relationships with community partners and referral sources. The coordinator will support program development, conduct comprehensive case management, coordinate with Victim Specialists, and maintain regular communication with referral agents from the Probation Department and District Attorney's Office. While these responsibilities represent the core functions of the role, they are not exhaustive as the position may evolve with the needs of this pilot program. This role requires strong communication skills, empathy, and commitment to Restorative Partners' mission.

## Roles & Responsibilities

### Program Operations

- Manage day-to-day operations of the Restorative Justice Program
- Receive and track cases from referral to completion
- Conduct intake interviews with clients and ensure proper documentation
- Assess participant needs to ensure a safe and conducive environment for dialogue
- Match cases with appropriate restorative justice interventions
- Lead structured restorative justice sessions and assist parties in developing action plans

- Develop follow-up plans to address ongoing needs and ensure commitments are honored
- Schedule, prepare, and facilitate restorative justice conferences
- Create agreements and other program-related documents

### **Volunteer Management**

- Train and supervise volunteers to co-facilitate or support restorative processes
- Provide ongoing support and mentoring to volunteers
- Maintain volunteer engagement and provide timely feedback

### **Program Development**

- Build and maintain relationships with community partners and referral sources
- Collect and analyze program data for quality assurance
- Generate reports on program outcomes and metrics and ensure alignment with organizational mission, goals, and county agreement
- Support the development of program protocols and materials
- Ensure distribution of the materials to increase awareness of the program and available services
- Represent the organization at community events and meetings to raise awareness about our services
- Regularly review and adjust the program based on feedback and progress. Distribute and collect surveys to gather participant feedback.

### **Case Management**

- Coordinate with Victim Specialists/Advocates to ensure responsive processes when needed
- Gather and distribute case information
- Provide regular updates to referral agents and the Program Director
- Maintain confidential case records and sensitive documentation

### **Professional Development**

- Stay updated on best practices in restorative justice and relevant fields through ongoing education and training
- Attend required workshops, webinars, and conferences to enhance skills and knowledge

### **Other duties as assigned**

<b>Knowledge, Skills, Talents, &amp; Abilities</b>
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- In-depth understanding of restorative justice principles and practices
- Facilitation skills in the restorative justice framework
- 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 and reliable transportation
- Successful completion of a comprehensive background check, as verified by law enforcement administration or other designated agency
- Compliance with organizational Mandatory Vaccination Policy
- Bachelor's degree in Social Work, Psychology, Criminal Justice, or a related field
- Minimum of 1 year experience in facilitation, restorative justice practices or mediation
- Proficiency in Google Suite and Canva and database management systems ie. Apricot
- Ability to work flexible hours, including occasional evenings and weekends
- 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 based on race, creed, national origin, disability, sex, gender identity, marital status, age, or any other protected status covered by federal or state law.*