

Restorative Justice Coordinator Job Description

Pay range \$22-\$23/hour plus benefits. Weeks may range between 32-36 hours. Position located in Chelsea, VT.

Program Responsibilities: Youth Substance Awareness Safety Program (YSASP), Youth Court Diversion, Adult Pretrial Services, and Driving with License Suspended

Reports to: Executive Director
Supervises: Interns, as needed

Purpose of Position

- To effectively uphold restorative values of respect and dignity in all client engagement, from intake through completion.
- To design and coordinate restorative processes that engage stakeholders.
- To ensure that restorative processes are focused on 'doing with', rather than 'to' or 'for'.
- To select the restorative process that best meets the needs of the stakeholders.
- Ensures restorative processes are specific and responsive to primary stakeholders.
- To manage the intersection between the legal system, mental health, substance use, and family poverty.

Program-Specific Duties

The Restorative Justice Coordinator divides their time between direct service and case management for the youth diversion programs, and for the Adult Pre-Trial Services cases. This position works in close collaboration with the Adult Diversion Coordinator and the Victim Outreach Coordinator.

YSASP is a restorative program for youth (ages 16-20) *cited for underage drinking and/or possession of one ounce or less of marijuana*. Police refer individuals to the program; the person referred to the program makes the choice to participate.

Participants are assigned a case manager to support them through the program. The process begins with a substance use screening, which is used to develop a program plan. Program requirements may include a meeting with a certified substance use counselor, therapy, or educational programming.

- Provides nonjudgmental, supportive, and engaging environment for teens and young adults who have to connect with positive and empowering adult support
- Identifies barriers to success for individual youth and makes accommodations as needed to support completion of the program
- Communicates with local law enforcement agencies as outreach for the program and to resolve any issues relating to its implementation.
- Maintains effective file management and organization system for all active and closed cases

Youth Court Diversion is a restorative alternative to the State's court system. The program is available for youth charged by *the State's Attorney* with a juvenile delinquency.

- Explains to clients in detail individual rights and responsibilities in the program, and restorative panel contract requirements
- Maintains exceedingly organized electronic and paper file system for all active and closed client cases
- Monitors client progress in program and communicates promptly as needed

The PreTrial Services Program offers support to adults *charged with a crime*, except those who are charged with a crime punishable by a term of life imprisonment or registration on the sex offender registry. The Pre-Trial Services Program supports individuals who have immediate substance use or mental health treatment needs during the pretrial period. The Court may order participation in the program, or individuals can choose to participate through a self-referral.

- Provides nonjudgmental, supportive, and engaging environment for adults to connect with positive and empowering supports
- Assists program participants in following court orders, understanding their conditions or release and the expectations of the court, maintaining contact with the defense attorney, and accessing support and services that help them regain/maintain stability in their lives while their court process takes place.
- Communicates with court and attorneys as needed for the program and to resolve any issues relating to its implementation.

The License Reinstatement Program helps individuals navigate the challenges of driver's license reinstatement while they work to pay outstanding fees and fines. Any person struggling to regain their license after suspension can opt to participate in this program. Often, people who are criminally charged for driving with a suspended license are given the option to participate by the State's Attorney through a Court Diversion referral. Maintains exceedingly organized electronic file system for all active and closed participant cases

- Explains to participant in detail individual rights and responsibilities in the program, and DLS contract requirements
- Communicates with the Vermont Department of Motor Vehicles and Vermont Judicial Bureau and out-of-state DMVs and Courts to resolve any issues related to the program's implementation.
- Monitors participant progress in program and communicates promptly as needed

Desired Minimum Qualifications

Education and Experience

- Bachelor's degree (or equivalent) in human services, social work, criminal justice, education, business, accounting or related field OR five years of experience in human services, education or criminal justice.
- Minimum of two years' experience (can include internships or volunteer work) working with youth, incarceration, trauma informed care, substance abuse, mental health, or youth development, strongly preferred.
- Must have demonstrated exceptional organizational and systems management skills.

- Must be willing to submit a Vermont and/or national criminal record checks, as well as DMV and adult and child abuse registry checks, as appropriate to the position under recruitment, will be conducted on candidates

Necessary Knowledge, Skills and Abilities

- Knowledge of and sensitivity to: (1) youth and young adults 2) trauma and mental health issues 3) addiction and recovery 4) poverty and homelessness
- Working knowledge of the legal and social service systems, referral sources/appropriate options.
- Skill in managing crisis situations
- Ability to establish and maintain collaborative working relationships with co-workers, supervisors, clients and the general public; ability to communicate effectively orally and in writing.

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