



Center for Dispute Resolution and Restorative Justice

## **Restorative Justice Specialist, Community-Based**

### **The Opportunity**

The Restorative Justice Specialist is a direct service position for an energetic professional interested in delivering and developing restorative justice services and programming. Restorative Justice is a community based practice used to strengthen communities, repair harm, and restore relationships when wrongdoings occur. It is a set of principles, values, and practices that create safe spaces for honest dialogue to take place.

The Restorative Justice Specialist must have a strengths-based approach and philosophy when working with all people. This position will be responsible for providing direct service to those impacted by crime and wrongdoing including offenders, victims, families, community members, and key stakeholders. The Restorative Justice Specialist will work with the Director of Restorative Justice, and as part of a team of practitioners who provide service in various settings, including area schools and community justice. Work responsibilities will include:

### **Description of Duties**

- **Direct Service Delivery**
  - Facilitate youth offender competency development, bullying intervention, and conflict resolution classes and programs
  - Provide accountability coaching to youth who have caused harm
  - Provide support to victims, identify their needs, and empower them in justice/discipline process
  - Prepare participants and facilitate dialogues, conferences, and responsive circles
- **Case Development and Management**
  - Respond to and provide oversight for community cases and referrals to ensure they are progressing in alignment with restorative justice principles and values
  - Track youth referrals, victim requests, and restitution agreements to completion
- **Program Coordination and Development**
  - Coordinate and administer class and program responsibilities including case tracking, dialogue coordination and data reporting
  - Collaborate with, maintain, and build professional relationships with the Juvenile Department, District Attorney's office, community partners, and key stakeholder groups
  - Maintain, improve, and collaborate with Director of Restorative Justice to develop new programming and opportunities for service delivery
- **Volunteer Coordination and Coaching**
  - Coordinate and mentor volunteer coaches in case management and dialogue facilitation
  - Collaborate with Resolve restorative justice team to provide professional development and

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- training opportunities for volunteers and restorative justice practitioners
- **Data Tracking and Reporting**
  - Enter cases, track data, and prepare reports for Resolve and key stakeholders
  - Administer and document assessments, evaluations, and follow up calls to victims and offenders
- **Other Duties as Assigned**

### **Required Skills/Experience**

- Four year degree in a related field, or equivalent experience
- Theoretical and practical understanding and commitment to Restorative Justice values, principles and practices
- Demonstrated leadership and management skills
- Experience facilitating classes and groups
- Experience and success in collaboration and teamwork
- Ability to facilitate difficult conversations with youth and adults
- Excellent oral and written communication skills
- Excellent networking and relationship cultivation skills
- Willingness to grow and participate in a dynamic and challenging work environment
- Competence with MS Office and data management systems
- The ability to work effectively across cultures as well as sectors, celebrating and incorporating the gifts that diversity brings to our work, our lives, and our practice
- Flexibility, humility, and a sense of humor
- Commitment to conflict resolution education as a way to develop essential life skills
- Self-starter, initiator, strong professional boundaries, ability to multi-task, see projects to completion

### **Physical Demands**

- Must be able to travel to work locations across southern Oregon region
- Must be able to help transport supplies (such as manuals, charts, easels, laptops) to various work locations

### **Preferred Skills/Experience**

- Direct experience facilitating restorative dialogues and implementing restorative justice
- Knowledge and skills in equity, cultural competency, and cross cultural communication
- Experience building curricula and developing programs that accommodate different ages, cultural worldviews, and learning styles
- Experience working with systemic and organizational change
- Bilingual (English/Spanish)
- Completion of basic mediation training, according to the standards set by the Oregon Judicial Department for Civil Mediators. If the candidate does not have this training, the candidate should be prepared to complete it within the first year of hire

### **About Resolve**

Since 1990, Resolve has served southern Oregon communities by helping people manage conflict through mediation, restore harmed relationships and communities through dialogue, and advance peace through education and training. ***Resolve transforms the way the people and communities***

***of southern Oregon manage, resolve, and heal from conflict.***

Since its beginning, Resolve's mediation services have expanded to include dispute resolution in the areas of family relations, divorce, schools, property, workplace, neighbor-to neighbor, landlord/tenant, small claims, elder and caretaker, adoption/birth/foster care, and foreclosure facilitation.

Each year Resolve produces professional level trainings and seminars open to the public. Resolve offers a four day Restorative Justice Facilitator training and an in-depth Fundamentals of Mediation course that provides individuals with the education required to work as civil mediators. Resolve also partners with businesses and organizations to bring customizable conflict and communication trainings to their employees.

Resolve's restorative justice programs work with at-risk youth, crime victims, community members, and those impacted by juvenile crime. Restorative justice is also brought to regional K-12 schools to help maintain a safe learning environment by strengthening relationships and teaching how to repair them when harm is done. Student bystander empowerment and bullying intervention education, student peer mediation, and restorative justice implementation are all part of Resolves school based education programs and services.

**Beautiful Southern Oregon**

Medford is situated in the heart of southern Oregon's beautiful Rogue River valley, just off of Interstate 5 and about 27 miles north of the California-Oregon border. Pear orchards bloom profusely in the spring, surrounded by snow-capped peaks still white with the last snows of winter. The summers are very warm and fall colors are beautiful. Few places in Oregon combine scenic beauty, outdoor recreation, historical, and cultural attractions more successfully than southern Oregon. Medford and the neighboring towns, including Grants Pass, Ashland, and Jacksonville bring world-class arts, fine wine, and a friendly welcome.

**Requirements for Employment**

Criminal background check  
Valid Oregon driver's license

<b>Status</b>	Full time, exempt
<b>Salary</b>	35K, flexible time off, 11 paid holidays annually, generous time off, health insurance at 50% & HSA
<b>Time Commitment</b>	Some evening and occasional weekend work may be required
<b>Start Date</b>	November 6, 2017

**How to Apply**

Please submit a single-page cover letter, resume, and a list of four professional references (including contact information). Email your application materials (in the form of one clearly labelled PDF) to Deltra Ferguson, Ph.D., Executive Director, Resolve (contact@resolvecenter.org). In the subject line of the email please type your full name and "Restorative Justice Specialist". For full consideration application materials must be received by 5pm PST on Sunday, October 1, 2017. No phone calls please.

**Finalist will be interviewed on Monday – Wednesday, October 9 - 11, 2017.**

Resolve is committed to building a culturally diverse team of practitioners and strongly encourages applications from minority candidates. Resolve does not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in accordance with Federal and State law. In addition, Resolve does not

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discriminate based on gender identity or sexual preference.

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