



Restorative Justice Specialist Healing Harms Job Description

ABOUT THE ORGANIZATION

Since 1963, the California Conference for Equality and Justice (CCEJ) has been building a world where people live free of oppression and thrive. Our mission is to educate and empower youth and adults to lead change for equity and justice in our communities. At CCEJ, we lead people of all backgrounds in deep examinations of power and privilege at the personal and societal levels, inspiring them to build community across differences and work together to advance equity, inclusion and justice. Our programs incorporate Restorative Justice practices to support youth and adults to increase their resiliency and ability to address identity-based conflict. Please visit our website to learn more about our programs - www.cacej.org.

CCEJ uses these core values to guide our work and organizational culture:

- **Care:** We invest time and energy in the wellness of individuals and the community. We lean on one another for strength and hope.
- **Curiosity:** We ask questions and seek different perspectives. We recognize our own assumptions and biases.
- **Accountability:** We take responsibility for the impact we have on others. We respond to conflict in ways that build trust.
- **Imagination:** We believe that another world is possible. We create more possibilities for equity and justice in our lives, workplaces, and communities.
- **Interdependence:** We believe by connecting our individual strengths, we intentionally build a collective whole to deepen our impact.

CCEJ's work is focused on building individual and collective power to end structural forms of oppression and cannot happen without all of us. For this reason, CCEJ strongly encourages and welcomes applications from Black people, Indigenous people, LGBTQIA+ people, women, people of color, people from working class backgrounds, religious minorities, and people with disabilities.

PROGRAM OVERVIEW

The Healing Harms Program is CCEJ's restorative youth diversion (RYD) team, working with communities across Southern California to create more humane and just ways for people in conflict to find change, accountability, and healing. Through our core RYD programming, staff offer a

restorative justice process as an alternative to the juvenile justice system for youth 17 and under that have been charged with a crime. Healing Harms provides youth with case management over multiple sessions, supporting them in reaching several key goals - understanding the reasons for their harmful actions and the negative impact they have caused, planning for future success, and practicing accountability to the people they harmed. By focusing on the importance of relationships to help bring healing and transformation in conflicts, Healing Harms brings together the people who are responsible and those who are impacted to address the harm caused and create agreements to build meaningful justice.

POSITION OVERVIEW

CCEJ seeks a candidate who is value-driven, adaptive, self-directed, and passionate about providing youth, families, and partners with the highest quality of services, to join our team as the Restorative Justice Specialist. The Restorative Justice Specialist will implement Restorative Justice practices in community-based settings with a wide range of partners, including police departments, district attorney offices, group homes, schools, and youth-based community organizations. This position supports the success of Healing Harms through a deep level of service and close stewarding of emerging projects that will increase the impact and quality of services. This position will carry a caseload of diversion referrals to provide intensive facilitation of conflict resolution processes for young people, families, and communities using Restorative Justice practices.

The Restorative Justice Specialist will also support the implementation of other programs, including volunteer training, fee-for-service training and technical assistance. This is a full-time exempt position that will include frequent work on evenings and weekends. This position reports to the Director of Healing Harms.

If you were working with us right now, some of your potential projects would include:

- Prepping a young person to take responsibility for the harmful impact of their actions in a Restorative Justice circle.
- Facilitating sessions with people harmed to understand the impact of responsible youth and what they need to address the harm done to them.
- Connect youth with resources to support their growth and development.
- Supporting the Healing Harms team develop and launch tools for complex juvenile diversion casework.

RESPONSIBILITIES INCLUDE:

Restorative Justice Facilitation & Case Management (60%)

- Manage a caseload of 20-25 cases per month, with approximately 50-70 cases annually.
- Coordinate and facilitate prep sessions, restorative circle processes, and other meetings each month to prepare the participants for face-to-face accountability processes in service of completing assigned cases.

- Organize all logistical arrangements for assigned programs including scheduling, material preparations, and/or translation/interpretation services.
- As needed, provide participants with referrals to service providers relevant to their needs (i.e.: mental health counseling, tutoring, substance abuse support etc.)
- Monitor and report ongoing case plan agreements with the circle participants throughout their case completion.
- Document all participant interactions including case notes, circle trackers, and case management progress into internal database and maintain thorough electronic case management documentation to support the monthly external reporting of information to funding providers.
- As needed, facilitate and coordinate new and existing skill building workshop programming to meet needs of RYD participants and select fee-for-service workshops and/or trainings.

Partnerships and Volunteer Management (30%)

- Identify and develop relationships with key community organizations that will provide support services to youth, their families and additional circle participants in fulfillment of case plans.
- Maintain a strong relationship with referring partner individuals and agencies.
- Design recruitment materials and brochures for multiple audiences, including youth, caregivers, community members, governmental and law enforcement partners, educators, and administrators.
- Assist Director in prospecting referral sources and contracting partners for programming.
- Participate in key county-wide coalitions related to youth restorative justice and systems change initiatives.
- Support in outreach, recruiting, training, and providing continuous development for sustainable cadre of volunteers and contractors.

Program and Organization Support (10%)

- Support ongoing process to assess areas for improving impact and quality of Healing Harms services, especially in areas of case management knowledge and skills, trainings designed for volunteers, and development of case support tools.
- Collaborate in the development and utilize assessment and measurement instruments for evaluating current/future programming where appropriate.
- Support with the creation of the annual program budget and regularly track expenses with an effort to be cost-effective (or steward of CCEJ's resources)
- Maintain up-to-date awareness of emerging local, regional, and nationwide practices and research in relevant topics, such as youth development, restorative justice, juvenile justice systems change, intergenerational conflicts, and community violence transformation.
- Support and attend other CCEJ programming and organizational initiatives, as needed.

QUALIFICATIONS

The successful candidate will demonstrate the following:

Required

- Demonstrated experience in providing strengths-based case management services for marginalized youth ages 12-17 and families.
- Demonstrated experience working in social justice field with intersectional lens of power and liberation.
- Demonstrated experience working with marginalized young people targeted by the juvenile justice system, such as Black youth, youth of color, LGBTQIA+ youth, youth with disabilities, and immigrant youth.
- Experience managing high volumes of confidential data.
- Strong ability to be self-motivated in executing work responsibilities.
- Highly organized, proactive and detail-oriented, with the ability to effectively and efficiently manage deadlines and multiple tasks.
- Proficient understanding of Google Suite (including Gmail, Docs, Forms, Slides, Sheets, and Google Sites), Zoom, Microsoft Office Suite, and Adobe Acrobat
- Ability and willingness to regularly work weekends and evenings.
- Must have a valid California Driver's License, reliable transportation, and proof of insurance.

Preferred

- Experience with using Restorative Justice practices.
- Experience with trauma-informed practices.
- Experience recruiting and training volunteers.
- Bilingual in English and Spanish or Khmer

SALARY & BENEFITS

This position will follow a 40-hour exempt work week with a minimum of two days in the office. Salary range: \$57,000-60,000. Compensation is based on experience. Strong Benefits Package: Medical/dental/vision insurance, 50% insurance coverage for 1 dependent, Life/ADD/LTD insurance, 403b retirement matching, 33 total vacation, sick, holiday and wellness days (annual accrual), and funded professional development.

CCEJ is operating in a hybrid work model that includes a combination of virtual and in-person office work following the COVID-19 pandemic. We have returned to providing in-person services.

APPLICATION PROCESS

Please email your resume and question responses to the below questions with the subject line "HH RJ Specialist" to jobs@cacej.org.

Cover letters are not required; please submit only a resume and responses to questions below. Applications submitted by **April 30th will be prioritized**. We are unable to respond to direct

inquiries about this position (emails, phone calls, etc.). Please submit your information following the process.

Please answer the following questions in no more than 200 words. A total of 3 answers will be submitted along with your resume.

Every applicant must answer this required question: What can young people teach you and what can you teach them?

Please also select **two** of the following questions to answer in 200 words or less and submit responses to the required question and the two questions below along with your resume to jobs@cacej.org.

1. We are looking for future team members who are excited about joining us on our journey to create a world free of oppression where people can thrive.
 - a. Why is this position the right one for you at this time in your journey with youth leadership and oppression and justice?

2. CCEJ is a values-driven organization where we consistently reflect on and seek to activate our core values in decision-making, program delivery, relationships, and other key parts of our organizational culture.
 - a. What values are central to who you are and how do you think they would show up while at work?

3. Curiosity and imagination are an important part of CCEJ's mission and work. We believe that engaging in curiosity and imagination can serve as a path for change and justice.
 - a. How have you leaned into curiosity and imagination in your professional life? Please share up to two examples.
 - b. What are the places you are still growing in?

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