



Restorative Justice Case Manager - Long Beach

Job Description

ABOUT THE ORGANIZATION

The California Conference for Equality and Justice (CCEJ) is a human relations organization dedicated to eliminating bias, bigotry and racism through education, conflict resolution and advocacy.

Since 1963, CCEJ has worked to transform communities to end discrimination, oppression and injustice. Our programs raise awareness, heal conflicts and bridge differences. They operate at two distinct levels: at the interpersonal level, changing hearts and minds with youth, adults and community leaders; and at the systemic level through policy shifts and engaging community to advocate for structural change. CCEJ works in many contexts where differences and conflict exist and can be resolved—in schools, businesses and neighborhoods. Embracing differences and striving for understanding and inclusivity, CCEJ seeks to build a unified, peaceful and safe Southern California, with justice for all.

OUR APPROACH

Central to CCEJ's work is an anti-oppression and liberatory framework that guides our approach. Within this are the following guiding principles:

- **No one is disposable:** Everyone is important and we need everyone in this work.
- **Forgiveness and redemption are critical parts of justice.**
- **The United States was built on oppression:** Changing how it fundamentally works is the only way to truly end oppression for all.
- **No one is free until all of us are free:** Oppression and justice for all of us are interconnected.
- **Justice can only be achieved together:** Working for justice demands that we build solidarity and work to be allies.
- **Another world is possible:** Oppression can and will end through our collective work.
- **Healing work is justice work:** In order for us to work for the long run, we must center self-care, healing and building resilience in our process.

CCEJ integrates a "*Head, Heart and Hand*" approach in all of our work. We believe that opportunities for learning and growth exist at every point of conflict, interaction and sharing. Dialogue is central to our process. It is difficult and uncomfortable, and requires vulnerability, courage and openness to unpack the issues we explore.



We integrate anti-oppression education (common language, definitions, terminology, concepts) with experiential activities and dialogue (personal story-telling, circle practice, courageous conversations). We approach our partnerships with the recognition that all of us hold powerful knowledge and experiences that can be activated in the service of challenging oppression.

Our pedagogical approach centers around the use and uplifting of personal stories and experiences for the purposes of learning. Throughout our services, trainings and programs, CCEJ staff are intentional about utilizing trauma informed and restorative practices in our approach. We look to leverage strong relationships to encourage risk-taking, honesty, and curiosity.

ABOUT THE DEPARTMENT

The Restorative Practices in Communities (RPIC) department offers restorative models and alternatives to traditional approaches of conflict resolution to institutional systems, nonprofit organizations, coalitions, families and communities across Southern California. After an incident of harm or conflict, RPIC brings together the people who are responsible and those who are impacted to address the harm caused and create agreements to build meaningful justice.

Through four core programs - **Restorative Youth Diversion (RYD)**, **Restorative Community Circles (RCC)**, **Raising FUTUREs Restorative Parent/Caregiver Education**, and **Restorative Justice Training and Technical Assistance**, CCEJ is developing a more humane and just system for community accountability.

POSITION OVERVIEW

The Restorative Justice Case Manager is part of CCEJ's team that implements Restorative Justice practices in community-based settings with a wide-range of partners. Working in two programs - **Restorative Youth Diversion (RYD)** and **Restorative Community Circles (RCC)**, the Restorative Justice Case Manager provides intensive facilitation of conflict resolution processes for young people, families, workplaces, and communities using Restorative Justice practices. This position's caseload specifically serves communities in the greater Long Beach and South Bay region.



Restorative Youth Diversion (RYD): A Restorative Justice diversion program offered as an alternative to the juvenile justice system for youth 17 and under that have been charged with a crime and those who were harmed by that action. RYD provides youth with intensive case management as they understand the reasons for their actions and the harm they have caused, plan for future success, and practice accountability to the people they harmed. CCEJ partners with a wide range of referring legal agencies including police departments and district attorney offices.

Restorative Community Circles (RC Circles): Restorative Justice processes for community groups, families, individuals, neighbors, coworkers, and others interested in addressing conflicts and collaboratively creating agreements to support healthy resolution and meaningful healing steps for all participants involved.

Cases in both programs range across diverse conflicts such as, but not limited to: school bullying, physical assault, criminal threats, burglary, low level drug offenses, property vandalism, child custody issues, family reunification process, trespassing, post incarceration re-entry support, family based conflict, neighbor disputes, and school truancy.

Additionally, the Restorative Justice Case Manager is part of a cross-departmental team made up of staff from Building Bridges for Youth (BBFY) and Restorative Practices in Communities (RPIC) that support the **REAL (Redefining Empowerment through Accountability and Learning) Resiliency** program. **REAL Resiliency** consists of workshops designed to nurture in youth involved in and/or targeted by the juvenile justice system aged 12 - 18, self-awareness, resiliency skills, and community relationships that can help prevent future conflicts and violent behavior. The program focuses on supporting participants nurture social-emotional resiliency, activate informed decision-making, and provide political education for understanding structural forces impacting their lives.

The Restorative Justice Case Manager will also support the implementation of CCEJ's other programs, including volunteer trainings and customized fee-for-service trainings. This is a full-time exempt position that will include frequent work on evenings and weekends.

The ideal candidate has a working knowledge of trauma informed practices, restorative justice, the juvenile justice system, youth learning theory, youth development, issues related to the school-to-prison pipeline, and the ways



overcriminalization impacts various groups of marginalized young people such as youth of color, LGBTQI+ youth, youth with disabilities, and immigrant youth.

RESPONSIBILITIES INCLUDE:

- Manage a case load of 20-25 cases per month, with approximately 80 - 90 cases annually;
- Coordinate and facilitate meetings to prepare the circle participants for the face-to-face circle process;
- Coordinate and facilitate face-to-face restorative circle processes each month among diverse participants;
- Make all logistical arrangements for assigned programs including scheduling, assignment of volunteer facilitators, and material preparations; send session reminder notices at least two weeks in advance of all events and call to remind youth and families the day before;
- Provide participants with referrals to service providers relevant to participants' needs (i.e.: mental health counseling, tutoring, substance abuse support etc.);
- Monitor and report ongoing case plan agreements with the circle participants through their case completion;
- Attend regular Case Management Team meetings, RPIC departmental meetings, and CCEJ staff meetings;
- Secure locations, interpretation services, and other logistics necessary for meetings;
- Work with Case Management Coordinator and RPIC Program Director in deepening quality and impact of programs and services;
- Identify and develop relationships with key community organizations that will provide support services to youth, their families and additional circle participants in fulfillment of the case plans;
- Support RPIC Training team in outreach and planning of the annual **Cultivating Compassion** mediation certification and **Healing Harms** training to community volunteers;
- Engage local leaders and institutions around restorative justice diversion programming (elected officials, community, civic and faith leaders);



- Design recruitment materials and brochures for multiple audiences, including youth, caregivers, community members, governmental and law enforcement partners, educators, and administrators;
- Ensure linkage of youth to other CCEJ programs during and after participation in *Restorative Youth Diversion*;
- Coordinate with Case Management team to ensure timely completion of program by participants;
- Recruit, train, and provide continuing development for sustainable cadre of between 15 - 25 volunteers for Long Beach/South Bay region;
- Develop and utilize assessment and measurement instruments for evaluating current/future programming where appropriate;
- Utilize CCEJ's reporting software & documents including circle trackers and spreadsheets to support the reporting of information to funding providers;
- Maintain up-to-date awareness of emerging local, regional, nationwide, and international practices and research in relevant topics, such as youth development, restorative justice, juvenile justice reform, intergenerational conflicts, trauma informed care, and community violence transformation;
- Support other RPIC programs as needed;
- Encourage, promote and facilitate community, conversations/dialogues and educational forums, as needed;
- Monitor program budgets and expenses with an effort to economize on expenses.

QUALIFICATIONS

The successful candidate will demonstrate the following:

Required

- At least three years of experience in providing strengths-based case management services for marginalized youth ages 12- 17 and families;
- Demonstrated experience implementing and following case management standards and best practices;
- At least three years of 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 youth of color, LGBTQI+ youth, youth with disabilities, and immigrant youth;
- Experience managing high volumes of confidential data;
- Experience working with and supervising volunteers;
- Strong commitment to CCEJ's mission and work;



- Knowledge of computer software programs (Microsoft Office Suite, Adobe Acrobat);
- 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;
- Ability and willingness to regularly work weekends and evenings;
- Must have valid California Driver's License, reliable transportation and proof of insurance.

Preferred

- Experience with Restorative Justice practices;
- Experience with trauma-informed practices;
- Bilingual Spanish/English strongly preferred.

SALARY & BENEFITS

Salary range is \$48,000 - \$55,000. This position is full time, exempt. Compensation is based on experience. Benefits include medical, dental, vision, Life/ADD/LTD insurance, 403b retirement matching and generous vacation, sick and wellness accrual, as well as funded professional development.

APPLICATION PROCESS

Our 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 LGBTQI+ people, women, people of color, people from working class backgrounds, religious minorities, and people with disabilities.

Please submit a cover letter and resume with subject line "*Restorative Justice Case Manager*" to Daniel Solis, Associate Executive Director, at dsolis@cacej.org by **Friday, June 28, 2019, 5pm**. Late applications will not be accepted.