



## Restorative Justice Specialist - Los Angeles

### 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 trainings and programs, CCEJ staff are intentional about utilizing trauma informed and restorative practices in our approach. We look to leverage strong relationships in training spaces to encourage risk-taking, honesty, and curiosity.

### ABOUT THE DEPARTMENT

Healing Harms is CCEJ's conflict transformation team. Healing Harms works with communities across Southern California to create more humane and just ways for people in serious conflict to find change, accountability and healing.

Through our four core programs - Restorative Youth Diversion (RYD), Families Restoring Relationships (FRR), Strengthening Communities & Organizations through Restorative Engagement (SCORE), and Restorative Responses to Conflict & Crisis (RRCC), Healing Harms staff and volunteers offer restorative models and alternatives to traditional approaches of conflict resolution across Southern California.

All Healing Harms programs are anchored in Restorative Justice philosophy and practices. Focusing on the importance of relationships to help bring about 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. Healing Harms brings these Restorative Justice values and practices to partners in institutional systems, nonprofit organizations, coalitions, families, and communities.

### POSITION OVERVIEW

The Restorative Justice Specialist is part of CCEJ's team that implements Restorative Justice practices in community-based settings with a wide-range of partners. Working in four core programs - Restorative Youth Diversion (RYD), Families Restoring Relationships (FRR), Strengthening Communities & Organizations through Restorative



Engagement (SCORE), and Restorative Responses to Conflict & Crisis (RRCC), - the Restorative Justice Specialist provides intensive facilitation of conflict resolution processes for young people, families, workplaces, and communities using Restorative Justice practices. This position's areas of focus are communities in the greater Los Angeles region.

**Restorative Youth Diversion (RYD):** 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 over multiple sessions, supporting them in reaching a number of 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. CCEJ partners with a wide range of referring legal agencies including police departments and district attorney offices.

**Families Restoring Relationships (FRR):** Restorative Justice circle process designed for addressing conflicts and collaboratively creating agreements in personal bonds in all kinds of family, friendship, peer, or other important relationships. Families and individuals are supported through a multiple phase process that provides opportunities for meaningful healing for all participants involved in conflict.

**Strengthening Communities & Organizations through Restorative Engagement (SCORE):** Confidential and customized conflict resolution process for workplaces and communities navigating challenging issues around conflict in: interpersonal relationships, supervisor/supervisee, work performance, social identities and protected classes, and external partners. CCEJ staff have assisted nonprofit organizations, volunteer groups, community coalitions, foundations, and businesses through SCORE.

**Restorative Responses to Conflicts & Crisis (RRCC):** Trained CCEJ staff and volunteers rapidly mobilize to support communities experiencing conflicts in crisis situations, especially around identities and structural oppression. Drawing on trauma-informed practices, Restorative Justice, and community safety planning, Healing Harms can support schools, workplaces, communities, and government agencies facing conflict in crisis situations.

Additionally, the Restorative Justice Specialist is part of a cross-departmental team made up of staff from Building Bridges for Youth (BBfY) and Healing Harms 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 Specialist will also support the implementation of CCEJ's other programs, including volunteer 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 Black youth, 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;
- Assist Healing Harms Director and Healing Harms Program Coordinator in prospecting referral sources and contracting partners for programs;



- Attend regular Healing Harms departmental meetings, and CCEJ staff meetings;
- Secure locations, interpretation services, childcare, and other logistics necessary for meetings;
- Work with Healing Harms Program Coordinator and Healing Harms 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 in outreach and planning of trainings for 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 Healing Harms team to ensure timely completion of program by participants;
- Recruit, train, and provide continuing development for sustainable cadre of between 15 - 25 volunteers for greater Los Angeles 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, anti-oppression education, intergenerational conflicts, sexual violence, trauma informed care, community violence transformation, as well as organizational or school culture transformation;
- Support other 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 \$50,000 - \$55,000. This position is full time, non-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, Black, Indigenous, and other 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 Specialist - Los Angeles”* to Daniel Solis, Associate Executive Director, at [dsolis@cacej.org](mailto:dsolis@cacej.org) by **Friday, March 20, 2020, 5pm**. Late applications will not be accepted. Unfortunately, we are unable to accept direct inquiries about this position (emails, phone calls, etc.). Please submit your information following the outlined process.