



Restorative Justice Specialist Job Description

ABOUT THE ORGANIZATION

The California Conference for Equality and Justice (CCEJ) is 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 VALUES

CCEJ uses an anti-oppression and liberatory framework to guide our work and organizational culture. 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.
- **Restorative choices are always available to us:** Responding to conflict in ways that build accountability and trust is always a choice we can make.
- **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.

ABOUT THE TEAM

The Healing Harms Program is CCEJ's conflict transformation 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 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), staff and volunteers offer restorative models and alternatives to traditional approaches of conflict resolution across Southern California. Healing Harms programs are anchored in Restorative Justice philosophy and practices. 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. Healing Harms brings these Restorative Justice values and practices to partners in institutional systems, nonprofit organizations, coalitions, families, and communities.

POSITION OVERVIEW

CCEJ seeks a seasoned person that is values-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. Working in four core programs below, the Restorative Justice Specialist provides intensive facilitation of conflict resolution processes for young people, families, workplaces, and communities using Restorative Justice practices.

Restorative Youth Diversion (RYD): RYD is 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. CCEJ partners with a wide range of referring agencies including police departments, district attorney offices, group homes, schools, and youth-based community organizations.

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 supports schools, workplaces, communities, and government agencies facing conflict in crisis situations.

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

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
- Guiding team members at a workplace to make agreements to address a racial conflict
- Onboarding new volunteers to become *Restorative Youth Diversion* circle facilitators
- Supporting racial justice dialogues at a college campus as part of a fee-for-service contract

CCEJ is operating remotely during the ongoing COVID-19 pandemic. The Restorative Justice Specialist, like all CCEJ staff, will work remotely until guidance from public health officials that it is safe to return to in-person work.

RESPONSIBILITIES INCLUDE:

Restorative Justice Facilitation & Case Management (55%)

- 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 in service of completing assigned cases
- 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
- Utilize CCEJ's reporting software & documents including circle trackers and spreadsheets to support the reporting of information to funding providers;

Partnerships Management (20%)

- Assist Healing Harms Director and Healing Harms Program Coordinator in prospecting referral sources and contracting partners for programs;
- 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
- Design recruitment materials and brochures for multiple audiences, including youth, caregivers, community members, governmental and law enforcement partners, educators, and administrators

Volunteer Management (15%)

- Recruit, train, and provide continuing development for sustainable cadre of volunteers
- Support in outreach and planning of trainings for community volunteers;

Other Responsibilities (10%)

- Develop and utilize assessment and measurement instruments for evaluating current/future programming where appropriate
- Submit monthly reporting for our case management databases and grant specific requirements
- Participate in key County-wide coalitions related to youth justice and system reform initiatives
- Support other CCEJ programs 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 Black youth, youth of color, LGBTQI+ youth, youth with disabilities, and immigrant youth
- Experience managing high volumes of confidential data
- Experience working with and supervising volunteers
- Proficient understanding of Google Suite (including Gmail, Docs, Forms, Slides, Sheets, Jamboard, and Google Sites), Zoom, Microsoft Office Suite, and 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 work weekends and evenings on a regular and consistent basis
- 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 in English and Spanish or Khmer

SALARY & BENEFITS

This position is full-time, exempt. Salary range is \$52,000 - \$55,000. Compensation is based on experience. Benefits include medical, dental, vision, Life/ADD/LTD insurance, 403b retirement matching and generous vacation, sick and wellness accrual, and funded professional development.

APPLICATION PROCESS

Please email your resume and responses to the below questions with the subject line "Restorative Justice Specialist" to Daniel Solís, Associate Executive Director at info@cacej.org. Cover letters are not required. Applications submitted by March 12, 2021 at 5:00pm 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. Thank you in advance for your interest.

In no more than 200 words per question, please share your responses to the following:

1. 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.
 - *What values are central to your work and how do you activate them day-to-day?*
2. Working in a nonprofit organization offers the opportunity to directly address structural problems in society that create inequities and strip away people's human dignity. CCEJ's pursuit of our mission often requires periods of intensive work to reach our goals.
 - *How do you take care of yourself and set healthy boundaries during periods of focused and intensive work?*

3. Conflict is an important part of CCEJ's mission and work. We approach conflict as a healthy and necessary part of relationships between individuals and within communities. We believe that engaging with conflict directly and honestly can serve as a path for change and justice.
 - *How do you engage in conflict at work?*
 - *What are the places you are still growing in?*

4. CCEJ provides all staff with regular Thinking & Reflection Days to support staff to take time to reflect, process, think, create, draw, write, or read on topics that expand their capacity to better reach our mission.
 - *What would your first Thinking & Reflection Day look like?*

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