



## Director of Healing Harms 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.

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.

### ABOUT THE TEAM

Healing Harms 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 individuals, families, teams, and organizations with the highest quality of services, to join our team as **Director of Healing Harms**. The Director will lead the successful design, implementation, and evaluation of CCEJ's conflict transformation programs that provide Restorative Justice practices and process for conflicts and harms occurring in juvenile diversion, to workplace, communities, and families. The Director also supports the recruitment, supervision, development, and retention of Healing Harms staff, volunteers and independent contractors. The Director reports to the Associate Executive Director.

If you were the Director right now, you would potentially be:

- Coordinating prep for annual Healing Harms Volunteer Restorative Justice Facilitator Training
- Supporting Healing Harms team develop and launch tools for complex juvenile diversion cases
- Meeting with potential fee-for-service partners to assess service needs and fit with CCEJ's approach to Restorative Justice
- Working with a faith-based community to work through conflict using Restorative Justice practices

CCEJ is operating all program services for youth, families and other external partners remotely during the ongoing COVID-19 pandemic. Currently the Healing Harms Director, like all CCEJ staff, work a hybrid schedule of two-days a week in the office and remotely the other three-days a week.

## RESPONSIBILITIES INCLUDE:

### Department Leadership (40%)

- Lead department staff in developing and implementing standardized Restorative Justice processes for four program case referral pathways
- Lead department staff in developing and updating technical assistance tools (activities, worksheets, planning tools, circle guides, etc.) focused on supporting case management
- Develop, implement and review all assessment and measurement instruments for evaluating current/future programming where appropriate and incorporating data into future program design
- Design, pilot, deliver, and evaluate new curricula and tools to meet emerging needs of Healing Harm volunteers through annual volunteer training and ongoing professional development
- Ensure successful recruitment, training, and continuing development of cadre of volunteers
- Support department staff with the latest research, evaluation and literature to keep implementation of all programs at the highest quality possible
- Oversee data tracking for department and ensure that all appropriate reporting is conducted in compliance with grants and contracts
- Develop and manage department budget and expenses with an effort to economize on expenses

- Ensure that all organizational policies and procedures are consistently followed
- Provide direct training and coaching services to fee-for-service partners as needed

#### **Partnership Development (15%)**

- Lead prospecting, marketing, and partnership exploration to current and potential restorative justice referral partners such as law enforcement, schools, district attorney offices, businesses, colleges & universities, child welfare affiliated government agencies, LA County Youth Diversion and Development (YDD) and other potential fee-for-service partners
- Represent department and CCEJ in key coalition and partnership meetings connected to juvenile justice, alternatives to incarceration, and community-based conflict transformation policy and advocacy
- Work closely with prospective clients to understand their partnership needs and/or mission objectives and match those with deliverable solutions
- Maintain a strong and ongoing relationship with current and past fee-for-services partners
- Conduct presentations to potential partners on training and technical assistance services as needed

#### **Staff Supervision (20%)**

- Supervise department team of 3 full-time staff, providing ongoing support and oversight in work performance, program delivery, staff morale, and professional development
- Conduct regular structured reviews of individual staff's work performance in line with organizational standards and best practices
- Plan and lead regular department meetings focused on departmental work, individual work planning, and community building

#### **Case Management (15%)**

- Maintains a small caseload of approximately 5-8 cases a month, prioritizing Tier 3 Restorative Justice Youth Diversion and SCORE cases
- Coordinate and facilitate meetings to prepare the circle participants for circle process
- Coordinate and facilitate restorative circle processes each month in service of completing assigned cases
- Make all logistical arrangements for assigned programs including scheduling, assignment of volunteer facilitators, material preparations, and session reminder calls/emails
- As needed, provide participants with referrals to service providers relevant to participants' needs (i.e.: mental health counseling, tutoring, substance abuse support etc.)
- Utilize CCEJ's reporting software & documents including circle trackers and spreadsheets to support the reporting of information to funding providers

#### **Organizational Leadership & Responsibilities (10%)**

- Serve as an active member of CCEJ's Directors Team in providing leadership on organizational needs
- Engage in select foundation fundraising, including proposal development, providing report information, general stewardship and leading site visits
- Provide support and participation for organization-wide development efforts and events

## QUALIFICATIONS

The successful candidate will demonstrate the following:

### Required

- At least three years of experience in a senior level staff position responsible for program leadership, financial oversight, and staff management
- At least four years of experience in designing, implementing, and evaluating Restorative Justice conflict processes
- Extensive experience in designing, implementing, and evaluating training, facilitation, and dialogue for varied groups, including youth, educators, and community members
- At least four years of experience working in social justice field with intersectional lens of power and liberation
- Demonstrated experience in building fee-for-service partnerships with a focus on businesses, colleges & universities, and nonprofit organizations
- Demonstrated experience working in a respectful and collaborative manner with marginalized communities targeted by the systemic inequities, such as People of Color, LGBTQIA+ communities, youth, people with disabilities, religious minorities, and immigrant communities
- 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 regularly work weekends and evenings
- Must have valid California Driver's License, reliable transportation and proof of insurance.

### Preferred

- Experience with implementing anti-oppression and Racial Justice frameworks
- Experience with implementing trauma-informed practices
- Bilingual in English and Spanish or Khmer

## SALARY & BENEFITS

This position is full time, non-exempt. Salary range is \$69,000 - \$72,000. Compensation is based on experience. Benefits include medical, dental, vision, Life/ADD/LTD insurance, 403b retirement matching and generous vacation, sick and wellness accrual, as well as funded professional development.

## APPLICATION PROCESS

Please email your resume and responses to the below questions with the subject line "*Director of Healing Harms*" to Daniel Solís, Associate Executive Director at [info@cacej.org](mailto:info@cacej.org). Cover letters are not required. Applications submitted by October 29, 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. As we emerge out of the COVID-19 pandemic, CCEJ is focused on deepening the alignment of our work. One of the ways we will be activating our commitment to justice is by being more direct about the impact of oppression and values around liberation that guide us. We are

looking for future team members who are excited about joining us in our journey of speaking truth to power in all of our programming.

- a. *Why is this position the right one for you at this time in CCEJ's organizational trajectory?*
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.
  - *What values are central to your work and how do you activate them day-to-day?*
3. 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?*
4. 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?*
5. 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, without the pressure of meetings, email, or other usual parts of work.
  - *What would your first Thinking & Reflection Day at CCEJ look like?*