

**Assistant Restorative Justice Coordinator**

**Responsibilities**

1. Support the overall coordination for cases referred for restorative services from Family Court, Probation, School Districts, and all other partner agencies/entities
2. Create and lead workshops and trainings for youth in partnership with School Districts, in Conflict Resolution and Restorative Justice
3. Design and facilitate workshops and trainings for TEENS program youth (Leadership Program)
4. Attend and report to GRIP (Gender Responsive Interventions and Partnerships) Court and participate in weekly roundtable case discussions as needed
5. Conduct case intake assessments and schedule restorative meetings for clients
6. Prepare and submit all relevant paperwork and reports for program contracts. Enter case information into contract data management system(s)
7. Assist in outreach effort to foster new partnerships
8. Assist in managing and training the roster of Restorative Justice volunteers
9. Communicate with the parents/guardians, attorneys, probation officers, mental health professionals and/or administrative school staff of all program participants regularly while cases are open and until service(s) are complete
10. Attend all required trainings and partner meetings with Westchester Family Court, City of Yonkers, Youth Bureau, school districts and any other entity with whom CLUSTER partners

**Supervision** - Reports to: Mediation Director and RJ Coordinator

**Qualifications**

- Bachelor's degree preferred in Education, Child Development, Psychology or Social Work
- Experience working with youth between the ages of 12-18
- Excellent oral and written communication; excellent organizational skills
- Experience and training in Conflict Resolution, Mediation and Restorative Justice preferred
- Good health-emotional maturity, must be able to collaborate in a fair and diplomatic manner
- Ability to work well with people of diverse economic and cultural backgrounds.
- Prior experience in youth development with an emphasis on planning, implementing programs
- Bilingual English/Spanish a plus
- Reliable vehicle accessibility a plus

**HOURS**- Full- time – 35 hours/week- exempt position; low to mid-40's with benefits

Please email cover letter and resume to [careers@clusterinc.org](mailto:careers@clusterinc.org) and [tgaynor@clusterinc.org](mailto:tgaynor@clusterinc.org)