

## **Job Description**

### **Restorative Justice Coordinator**

#### **Responsibilities**

Assist in coordinating restorative justice services, including restorative conferences for repairing harm, circles, conflict coaching, and mediation.

Communicate with the Restorative Justice Supervisor for guidance regarding the intricacies of each matter referred. Conduct case intake assessments and, when appropriate, schedule restorative sessions for clients.

With sensitivity, discretion, and attentiveness to confidentiality, communicate with clients and community partners (for example, family members, courts, attorneys, police) involved in each case until services are complete.

Communicate and collaborate with CLUSTER's existing and new restorative justice volunteers.

Prepare documents that will be used before, during, and after restorative sessions. For example, circle agendas and conference scripts used by the facilitators, agreements created among participants, consent documents, and case files.

Enter case information into CLUSTER's data management system.

Attend required trainings and partner meetings, as requested by the Supervisor or Director.

Assist in coordinating and delivering restorative practices training sessions.

#### **Supervision**

Reports to the Restorative Justice Supervisor and Mediation Director

#### **Qualifications**

- Excellent oral and written communication skills; excellent organizational skills
- Experience working with people of diverse ages, situations, and needs
- Ability to think and act calmly in emotionally charged situations
- Professionalism and attentiveness to client confidentiality
- Experience and training in restorative justice, conflict resolution, and mediation preferred
- Applications welcome from credible messengers, with experience of the criminal justice system

#### **Hours**

Full-time 35 hours per week, Monday-Friday

Full-time, Salary Range \$50-55,000 per year, depending upon experience. Non-Exempt, with some benefits

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