

CLUSTER Community Services Family Court Program Coordinator

Job Description & Responsibilities:

Receive and coordinate cases referred to CLUSTER's restorative justice services, including conflict coaching, mediation, circles, restorative conferences, and IJJP (**I**ndividualized **J**uvenile **J**ustice **P**lan).

Attend court sessions in Bronx, Westchester, and Rockland counties. Meet with youth and families to explain services and conduct initial intake assessments.

Coordinate restorative meetings focused on high accountability, high support, and opportunities for repairing harm.

Regularly communicate with clients, parents/guardians, attorneys, probation officers, service providers, and court administrators to coordinate services and provide updates.

Attend all required trainings, stakeholder meetings, and supervision meetings.

In a timely manner, prepare and submit all relevant paperwork and reports for program contracts. Enter case information into contract data management system and CLUSTER's case management system.

Assist in developing and scheduling CLUSTER's roster of restorative justice practitioners to facilitate conflict coaching, mediation, circles, and restorative conferences with youth, families, and community.

Provide support and help coordinate CLUSTER's other restorative justice programs, including the T.E.E.N.S. leadership program.

Engage in outreach efforts to foster new community partnerships.

Supervision: Reports to Restorative Justice Supervisor

Qualifications:

- Master's degree in Restorative Practices, Justice Studies, Mental Health, Social Work (*preferred*)
- Bachelor's degree in any of the above social science disciplines (*preferred*)
- Experience and training in restorative justice (*preferred*)
- Experience working with youth between the ages of 12-18, as well as adults (*preferred*)
- Prior experience in youth development, planning, and implementing programs (*preferred*)
- Bilingual English/Spanish (*preferred*)
- Excellent oral and written communication
- Excellent organization and time management skills; ability to multi-task and meet deadlines
- Must demonstrate emotional maturity and ability to collaborate in a fair and diplomatic manner
- Ability to work well with people of diverse economic and cultural backgrounds
- Reliable vehicle accessibility (a plus)
- Familiarity with the areas served (a plus)

Hours/Salary/Contact: Full-time or part-time. Full-time salary range \$50-55,000 per year, non-exempt, with some benefits. Please send resume and cover letter to: tjunkroski@clusterinc.org

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