

## Restorative Practices Specialist – Job Announcement

RYSE creates safe spaces grounded in social justice that build youth power for young people to love, learn, educate, heal and transform lives and communities.

**Overview of Program Area:** With RYSE’s mission statement as its mandate, the Education and Justice Department (E&J) was established to directly address inequities within three systems that at various points intersect and all too often have a disproportionate negative impact on youth of color. E&J offers onsite and offsite programming that strengthens young people’s ability to successfully navigate the education, economic and juvenile legal systems and empowers them to be advocates for change. Using a restorative trauma-informed and healing-centered approaches, we push for systemic transformation, alternatives to incarceration, promote high school graduation, college and career readiness, success and financial stability and encourage young people to be active participants and agents in their own liberation.

**Job Summary:** The Restorative Practices Specialist (RPS) is an integral member of a partnership between RYSE, Contra Costa’s District Attorney’s Office, and Impact Justice to implement the first-ever pre-charge diversion program in the county. This program will implement Restorative Community Conferencing (RCC) that engages crime survivors, responsible youth, families, and community members and coordinates supports across multi-disciplinary agencies that are dedicated to providing high quality support to youth and reducing racial and ethnic disparities in the criminal legal system. The RPS will act as a navigator working with stakeholders to support crime survivors and address youthful wrongdoing through a healing-centered RCC process that strives to repair harm, rebuild relationships, increase community involvement and reduce recidivism. Under the supervision and support of the Director of Education and Justice, this position reports directly to RYSE’s Restorative Practices Program Manager and works with and supports the entire Education & Justice Department. Key areas of work include, but are not limited to: program support and implementation, case management, advocacy, cultivating relationships with local organizations/agencies, and center-wide events and activities (as needed).

### Restorative Practice Focused Responsibilities:

- Facilitate and maintain annual caseload of 15-25+ cases



- Coordinate and manage all aspects of the RCC process and engage in consistent communication of progress with the Director and Program Manager
  - Work proactively and efficiently with crime survivors and youth to engage actively in developing a restorative plan to repair harm.
  - Communicate with crime survivors and others impacted to identify their needs and guide them through the RCC process.
  - Case review
- Maintain close one-on-one relationships with a caseload of youth engaged in the program including support in issues related to family, education, employment/vocational access and success, interpersonal relationships, and behavioral health
- Work closely with co-facilitator
- Work closely with and build relationships with multi-sector collaborators (Probation, the District Attorney's office, the Public Defender's office, and other county agencies and community based organizations) to ensure youth are successful in navigating different phases of the RCC process
- Coordinate and manage linkages and referrals with services, on-site and offsite
- Travel will be required across the county
- Other duties as needed, specified by the Director or Program Manager.

### **Administrative & Documentation Responsibilities**

- Maintain accurate records (detailed RCC and case management notes, significant activities, informal interactions) by entering documentation into various electronic systems to satisfy internal and external evaluating requirements
- Attend partner meetings
- Meet productivity guidelines of the E&J programming



- Meet productivity guidelines of the program
- Complete records and reports to track and ensure successful program outcomes
- Generate reports as directed

### **General Responsibilities**

- Coordinate with Director and Program Manager on larger department and/or organization projects
- Model effective leadership and infuse all aspects of the work with a general social and political consciousness
- Attend staff and departmental meetings
- Perform duties, as necessary, as a member of the RYSE team which include mandatory events and trainings as outlined in the RYSE yearly calendar
- Support center-wide crisis intervention and response efforts as needed
- With staff, conduct outreach to community partners, schools, local agencies and systems as determined
- Engage and support members with general questions and information

### **Ideal candidate will have:**

- At least 3 years case management experience
- At least 3 years experience working in a fast-paced multicultural youth environment
- Demonstrated ability to maintain confidentiality with sensitive information
- Experience/desire working with young people from the diverse communities of West Contra Costa (or similar community), including young people who have been involved in the juvenile and criminal justice systems, and /or gang-involved



- Experience in implementing restorative practices including circle process
- Bilingual highly desired
- Creative thinker and problem-solver
- Strong facilitation skills
- Strong organizational and time management skills including budgeting
- Familiarity with grant reporting
- Detail-oriented, with strong ability to follow-through
- Ability to multi-task and prioritize tasks
- Excellent communication and written skills with the ability to articulate messages to different audiences
- Must have a general knowledge of Word and Excel
- A track record of developing and maintaining strong working relationships with and among a diverse group of stakeholders
- Must be willing and able to work evenings and some weekends as required by special RYSE programming and events
- Must have a valid California driver's license and reliable transportation
- Passion for social justice
- Commitment to, and a strong knowledge of, Richmond/West & Central Contra Costa County
- Willing to adapt scope and responsibilities as needed to effectively achieve RYSE's mission and best serve the priorities, need, and interests of members
- Like to have fun and a good sense of humor

**Personnel:** Exempt

**Type:** 1.0 FTE, (40) hours per week position. Youth development, criminal justice, restorative justice, non-profit



**Hours:** Flexible Shifts, Monday – Friday from 9:00AM - 8:00PM. Currently virtual.

**Salary:** \$50,000 to \$55,000, depending on experience. The position is exempt and not subject to overtime pay.

**Benefits:** We offer a comprehensive benefits package, which includes: medical, dental and vision insurance, generous vacation, sick leave, parental leave, dependent educational/daycare leave, holidays, professional development opportunities and more!

This job posting will be open until April 30, 2021; however, we will be reviewing resumes on an ongoing basis until the position is filled. Please send cover letter, resume, and three references to **Stephanie Medley at [youthjustice@rysecenter.org](mailto:youthjustice@rysecenter.org)**, with the subject: **RYSE Restorative Practices Specialist**. Please do not embed your resume and cover letter into the email. For more information, please visit [www.rysecenter.org](http://www.rysecenter.org).

RYSE provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, age, marital status, military or veteran status, sexual orientation, religion (including dress and grooming), sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), disability (including physical, mental, and/or HIV/AIDS status), gender (including identity and expression), genetics, or request for FMLA (if applicable). RYSE complies with applicable state, federal, and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

RYSE strongly encourages people of color, women, and LGBTQ applicants to apply. We will consider for employment qualified applicants with arrest and conviction records.