



# St. Croix Valley Restorative Justice Program

Restorative Justice Center  
 215 N 2<sup>nd</sup> Street, Suite 108  
 River Falls, WI 54022  
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 scvrjp@gmail.com  
 www.scvrjp.org

**Position Title:** Restorative Justice Facilitator/Case Manager

**Position Summary:** The person in this position is responsible for assisting in the coordination of SCVRJP services. This includes facilitating victim-offender conferences, restorative justice circles, underage consumption panels and victim impact panels. Case managing contacts to the Restorative Justice Center and supporting & coordinating volunteers. This includes coordinating with referral agencies. Assisting with the SCVRJP newsletter, volunteer files, website and agency communications.

### Responsibilities

- Coordination of SCVRJP Services, including victim-offender conferences, restorative justice circles, underage consumption panels, safe teen driving circles and victim impact panels.
- Strong customer service and communication skills needed.
- Assist with referring agencies, notifying courts and social workers of completions.
- Type, edit, proofread correspondence.
- Identify, classify, and protect files and program documentation.
- Maintain sensitive information consistent with record handling and retention.
- Coordinate and support volunteers and SCVRJP newsletter.

### Knowledge, Skills & Abilities Needed

- Knowledge and understanding of restorative justice concepts or willingness to learn.
- Ability to work independently.
- Team-oriented professional with commitment to client quality and service.
- Excellent interpersonal skills including the ability to communicate effectively with multiple audiences.
- Ability to identify and be sensitive to the needs of crime victims.
- Must be proficient in coordinating and managing multiple activities with the ability to prioritize work to meet deadlines.
- Ability to analyze and solve problems.
- Awareness of non-profit and community based programs.

## Minimum Qualifications to fulfill position responsibilities.

### Education:

#### Preferred Education

Bachelors degree, and interest or experience with restorative justice.

### Experience:

#### 1-3 years of Related Useful Experience

Knowledge of and/or experience in the criminal justice/ legal system  
 Experience in program development, victim services, and/or restorative justice.  
 Able to prioritize, organize information and maintain records effectively.  
 Excellent communication skills and understanding of confidentiality.

### Additional Requirements:

Experience in Restorative Justice service delivery preferred.  
 Flexible work hours, requires several evenings per month.  
 Basic computer skills and ability to use office software.

### Compensation:

The hiring range for this position is \$13.00-\$15.00 per hour based on experience. Approximately 10-15 hours per week and hours will vary daytime and evening requirements.

### Hiring Process:

Application Deadline is December 31, 2009. Late applications will not be considered. Please mail a cover letter, resume and completed application to SCVRJP. Application forms will need to be printed, they cannot be filled out electronically.

Candidates eligible for an interview will be contacted by phone and letter. Final eligibility for hiring will include a complete background check. If you have additional questions please contact Kris Miner at the Restorative Justice Center.