



Cook County Minnesota Restorative Justice Case Coordinator

Part-time: Up to 10 hours per week (initial six-month pilot position with potential for permanency)

Salary Range: \$23-25/hour based on experience

Application Deadline: Friday, February 26, 2022

Cook County MN Restorative Justice (CCMNRJ) is a program of the North Shore Health Care Foundation. Restorative Justice is an approach that includes both justice and reconciliation for harms created through crime or relational conflict. Case management and community members meet to harness their mutual humanity in pursuit of accountability and shared agreement regarding reparation. Restorative Justice is not simply about making an apology; it is about understanding the motivations of the offender and the effects on the victim. Participation requires strength and courage from both parties to learn about the other and set themselves on a path to move forward in a more positive way.

CCMNRJ is overseen by a volunteer Advisory Committee which includes representation from: Cook County Sheriff's Office, the County Attorney's Office, Probation, Cook County ISD 166 Schools Grand Portage Tribal Council, Cook County Board of Commissioners, Grand Portage Human Services, the Violence Prevention Center, participant and facilitator advocates and an administration team from the North Shore Health Care Foundation.

DESCRIPTION OF WORK: The CCMNRJ Case Coordinator works closely with the Administration Team to oversee all aspects of case management and volunteer management for the Restorative Justice Program. The Case Coordinator organizes, oversees and tracks all data related to all cases at any given time and assists facilitators and/or other volunteers with aspects of particular cases and meeting coordination. The Case Coordinator also helps with all aspects of client communications. The Case Coordinator is ultimately responsible for all of the 'comings and goings' of information, people and meetings that comprise the Restorative Justice program and initiates action on referred cases from partner agencies. There is potential for this position to become a permanent part-time role and the successful candidate should possess the ability to one day train and supervise part-time clerical help.

This role will require a strong demonstrated knowledge of restorative justice, process thinking, program and project management, interpersonal effectiveness, and excellent verbal and written communication skills. Case Coordinator will ensure all activities are performed in a manner that is consistent with the mission, vision, values and brand of CCMNRJ and the North Shore Health Care Foundation.

SKILLS & QUALIFICATIONS

- Highly organized
- Excellent verbal and written communication skills.
- Able to work independently and with others
- Experience working with youth, social service agencies, schools or other community service providers
- Experience implementing conflict mediation and positive youth development
- Training and/or experience in restorative justice and circle practice
- Ability to train and supervise clerical staff in future
- Proficiency in Microsoft Office Suite including Outlook, Word, Excel and PowerPoint, Google Business Suite, database management, and virtual meeting tools such as Zoom, is required
- Competency in managing social media
- Experience with nonprofit organizations is preferred.
- Requires use of own transportation, valid driver's license and insurance is required - mileage to case conferences/events is reimbursable

KEY RESPONSIBILITIES

- The Restorative Justice Coordinator will provide direct support, coordinate cases, training, and volunteer management for the organization
- This position facilitates and promotes the implementation of restorative justice practices in our schools and surrounding communities, thus improving the quality of life not only for victims of crime and offenders but the community we serve.
- Respect the inherent value and dignity of each person who becomes involved with the Restorative Justice Programs, particularly victims and offenders.
- Promote the principles and values of restorative justice in Cook County communities and build a sustainable organization worthy of carrying on the long-term work of restorative practices.
- Assist in coordination of restorative justice services with the victim and offender or families by coordinating with key participants all pre- and post-offender/victim conferencing communication to ensure all involved, including victims, offenders, volunteers, human service agencies, courts and school districts are well-informed with the proceedings of their respective cases.
- Provide high-quality restorative justice services with minimal direct supervision.
- Cultivate new volunteer pools; and recruit, train and place new volunteers within the restorative justice program.
- Steward an inclusive climate, identifying opportunities to incorporate diverse perspectives and voices to create a learning environment founded on principles of anti-racism and social justice
- Oversee change acceptance strategies and sustainability plans for key initiatives
- Ensure program effectiveness is measured through data collection, analysis, and reporting
- Create and track project plans, submit all program documentation and enter demographic, attendance, case notes
- Articulate program strategy and execution plan in terms of program outcomes required to achieve objectives
- Organizing program logistics, and developing partnerships
- Collaborate with team and other leaders to assess and further develop the Restorative Justice Program
- Participate, take Minutes and provide regular updates at Facilitator and Advisory Council meetings
- Build trust and relationships with participants to complete activities
- Collect and organize sign in sheets and minutes from all meetings.
- Submit timesheets weekly.
- Check email and voicemail daily, Monday – Friday, and respond to voicemails and emails within 24-48 hours during business hours.
- Track turnout and base building activities using database.
- Complete other documentation as needed in an accurate and timely manner
- Systems management and administrative duties are required such as use of contacts database
- Host volunteer recruitment opportunities throughout the community and coordinate ongoing training on an as-needed basis.

WORK ENVIRONMENT

- Work is performed primarily remotely or in a standard office environment with occasional team member and participant contact.
- Primary function requires sufficient physical ability and mobility to work in an office setting; to sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, twist, lift, carry, push and/or pull light to moderate amounts of weight.
- Operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard.
- Occasional travel to other locations in Cook County using own transportation – mileage will be reimbursed.
- Verbally communicate to exchange information.
- Accommodations may be made to enable individuals with disabilities to perform the essential functions.