



**NORTH SHORE  
HEALTH CARE  
FOUNDATION**



**COOK COUNTY MN  
RESTORATIVE  
JUSTICE**

# 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/hr based on experience

**Application deadline:** Friday, February 26

**DESCRIPTION OF WORK:** The Case Coordinator works closely with the Administration Team to oversee all aspects of case management and volunteer management for the program. The Case Coordinator organizes, oversees and tracks data related to cases and assists facilitators with aspects of particular cases and meeting coordination. Responsible for 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. The role requires a strong demonstrated knowledge of restorative justice, process thinking, program and project management, interpersonal effectiveness, and excellent verbal and written communication skills. There is potential for this position to become a permanent part-time role; the successful candidate should possess the ability to one day train volunteers and supervise clerical help.

## SKILLS & QUALIFICATIONS

- Highly organized
- Excellent verbal and written communication skills.
- Able to work independently and with teams
- Experience working with youth, social service agencies, schools or other community services
- Experience implementing conflict mediation and positive youth development
- Training and/or experience in restorative justice and circle practice
- Proficiency in Microsoft Office Suite including Outlook, Word, Excel and PowerPoint, Google Business Suite, database management, and virtual meeting tools such as Zoom, 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

Cook County MN Restorative Justice 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. Restorative Justice is not simply about making an apology; it is about understanding the motivations of the offender and the effects on the victim.

**For more details, full posting and application, go to:  
[www.NorthShoreHealthCareFoundation.org](http://www.NorthShoreHealthCareFoundation.org)**