

## **Restorative Justice Community Circle Keeper**

Community Works West (CWW) seeks to disrupt the widespread impact of incarceration through a combination of direct services and client-centered advocacy that ensures the people living within and in spite of the system are the ones who will ultimately change it.

By offering innovative services to meet the needs of people being impacted by incarceration right now and advocating for reforms that will prevent incarceration from impacting more people in the future, we hope to catalyze a revolutionary change for how the system operates.

CWW is partnering with HealthRight 360 (HR360) in Contra Costa County as the Restorative Justice provider for the Contra Costa Law Enforcement Assisted Diversion Plus (“CoCo LEAD+”) program. HR360, with a collaboration of community partners will provide diversion opportunities and services for adults who have been arrested by the Antioch Police Department more than once in twelve months for eligible misdemeanors.

As the Restorative Justice (RJ) partner CWW is responsible for embedding restorative practices throughout the HR360 network with eligible clients, their families and communities in order to create a sustainable RJ model for reentry.

### **Job Description**

CWW is seeking two fulltime RJ circle keepers to facilitate healing circles in Contra Costa County to HR360 clients and their communities.

The Restorative Justice Circle Keepers will lead up to 10 circles each week on weekdays, evenings, and weekends. Some of these weekly circles will be “open circles” available for drop-in and recurring clients. Others will be ten week “closed circles,” composed of a fixed participant group. Circles will be located at various community locations in Antioch and East Contra Costa County identified by Contra Costa County Lead HR 360.

### **Responsibilities:**

The RJ Community Circle keepers:

- Will lead a cohort of “closed” and “open” 10- week circles in East Contra Costa County
- Work closely with the Community Works Health 360 Program coordinator on planning, curriculum development and implementing circles
- Will maintain attendance and graduation records for database
- Participate in ongoing trainings
- Maintain relationship with Health 360 on site peer staff at circle venues
- Will meet weekly with RJ Coordinator
- Maintain daily log of highlights and challenges

- Respond to all communication from CWW and LEAD program staff
- Write weekly and monthly reports as needed
- Other duties as needed

Qualifications and requirements:

- At least 3 years circle keeping experience with diverse populations
- Exhibits cultural competence and works with racial justice lens
- Experience building rapport and trust with communities impacted by mental health and criminal justice system
- Ability to work independently and assume responsibility for implementing circles
- Ability to provide restorative circle coaching and leadership for HR 360 peer staff
- Conduct themselves in professional manner at all times
- Strong computer skills. Experience with MS Office, excel and word. Experience with databases a plus
- Ability to speak a second language beneficial but not required
- From Contra Costa County or familiarity with the populations and the resources of the County beneficial but not required
- Must have current driver's license, reliable car, and auto insurance

Salary \$50,000 (Full time includes, PTO and health benefits)

Community Works is an equal opportunity employer committed to maintaining a culturally diverse work environment that reflects the make-up of the communities we serve. People with diverse personal experiences are urged to apply, especially people of color, bi-lingual English-Spanish speakers, lesbian, gay, bisexual and transgender individuals, women, and those that have been formerly incarcerated or impacted by incarceration.

Please submit resume and cover letter to [jobs@communityworkswest.org](mailto:jobs@communityworkswest.org). The position is open until filled.