

Community Works West Restorative Community Conferencing (RCC) program diverts pre-adjudicated youth in the City and County of San Francisco through a restorative justice process that engages victims, responsible youths, families, and community members.

RCC Program Goals:

- Address youthful wrongdoing constructively, though repairing harm and rebuilding relationships
- Develop empathy in youth
- Reduce recidivism
- Satisfy victims of crimes
- Increase community involvement
- Educate community about restorative practices
- Additionally, the program seeks to reduce DMC in the juvenile justice system by focusing enrollment on youth of color.

Community Works West engages youth and adults in arts, education, and restorative justice programs that interrupt and heal the far-reaching impact of incarceration and violence by empowering individuals, families and communities.

Description: The full-time Community Conferencing (CC) Coordinator will perform 40-60 CCs yearly with pre-adjudicated youth, victims, and supporters of both parties.

Responsibilities:

- Facilitate and complete 40-60 community conferences annually.
- Coordinate and manage all aspects of the process and keep Program Manager informed of progress.
- Work proactively and efficiently with victims and youth to engage actively in developing a restorative plan to repair harm.
- Communicate with crime victims and others impacted to identify their needs and guide them through the RCC process.
- Attend and participate all staff meetings, trainings and program events.
- Regularly input to program database case progress notes, as well as maintain paper client records, keeping accurate program data and complying with all program reporting requirements for periodic review.
- Work closely with Program Specialist in support of maintaining clear, accurate and up-to-date records.
- Other duties as needed, specified by the Program Manager.

Qualifications:

- At least 2 years of case management or project management experience.
- Proficient or Fluent in Spanish strongly preferred.
- At least 2 years of experience engaging youth and their families to participate in projects and events.
- Commitment to social justice and strong interest in the principles and practices of Restorative Justice. Training on the principles and practices of Restorative Justice is preferred but not required.
- Ability to work independently, which includes, but is not limited to, high levels of self-motivation to complete tasks, as well as the ability to assume full responsibility for managing a caseload, honor commitments and scheduled appointments.
- Ability to collaborate with others as part of a team, within program policies and procedures.
- Strong time management skills.
- Strong problem-solving skills.
- Experience writing case narratives or equivalent.
- Strong computer skills. Familiarity with Microsoft programs (Word and Excel) preferred. Familiarity with Salesforce or willingness to learn required.
- Experience working with at-risk youth preferred.
- Experience facilitating meetings.
- Experience making conscious and constructive choices in communication during emotional situations or when persons are in conflict.
- Ability to listen and speak effectively, in a courteous and professional manner.
- Ability to maintain openness to different experiences and work with individuals of differing ages and backgrounds. Can rise above personal experiences to consider different perspectives.
- Welcomes feedback and uses it constructively.
- Current driver's license and automobile are required

Salary is \$45,000 to \$50,000 DOE and includes 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, bilingual 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 describing your interest in and experience for this position.