



Bilingual Case Coordinator Community Restorative Justice Program (CRJ)

Restorative justice has grown as an alternative to the conventional justice system in the United States since the 1970's, from a grassroots initiative to a revolutionary, state-funded enterprise. The state of Colorado receives national acclaim for progressive legislation, including for being the first state to fund restorative justice programs. Since 1994, LCJP has been a state-wide and national leader for the restorative justice movement by defining and exemplifying best standards of training and practice.

**Are you interested in a unique opportunity to join a leading organization
in a progressive, growing field?**

Are you eager to organize community members to have a voice in justice, as well as lean into discomfort around conflict in order to help make things right? By joining the LCJP team, you will help define and maintain best practices in our field, while collaboratively learning from successes and challenges in order to teach, train, and mentor others.

LCJP staff committedly utilizes a restorative approach to thoughtfully and authentically address conflict and relationships. LCJP staff is dedicated to educating the community in conflict resolution skills and techniques informed by our experiences. If you would like to know more about our philosophy and our work, please visit: www.lcjp.org. Additionally, you may watch our documentary, "[How to Love Your Enemy: A Restorative Justice Story](#)" to learn more before applying.

ORGANIZATION DESCRIPTION:

Longmont Community Justice Partnership (LCJP) is a nonprofit organization whose mission is to build community through collaborative and inclusive restorative practices and give people the opportunity to heal and create justice in their community and the world.

POSITION DESCRIPTION:

Hours: 8:00am-5:00pm, some evenings and weekends required (1-3 evenings and/or 1-2 weekends/month)

Status: Exempt

Salary Range: \$40,000-47,000

The Bilingual Case Coordinator (BCC) position within the Community Restorative Justice (CRJ) program primarily works to coordinate restorative justice cases, working with offenders, victims, volunteers, and community stakeholders, [including Longmont Public Safety Department] from the point of referral through process completion. CRJ program staff work in close collaboration with one another and manage casework while simultaneously contributing to larger organizational projects. The BCC regularly delivers, and sometimes develops, trainings for referring agents and volunteers while maintaining and creating community partnerships. The BCC is also responsible for reporting, development, and management of all program systems within the CRJ Office. The position's duties include the mentoring of volunteers, through providing constructive feedback conversations and learning opportunities. The BCC is expected to facilitate 1 (more if

time and tasks permit) restorative justice cases each month, and actively participate in implementing CRJ's RESTORE program and conferences.

QUALIFICATIONS:

<p><u>Required:</u></p> <ul style="list-style-type: none">• Bachelor's degree• Appreciation of & commitment to:<ul style="list-style-type: none">○ Restorative principles and values○ Conflict resolution principles & values○ Mindful communication○ Taking responsibility for one's actions• Bilingual in Spanish/English• Excellent written, verbal and non-verbal communication skills• Very detail oriented• Flexibility & problem-solving in a fast-paced, collaborative work environment• Technological proficiency and experience using database management systems, online directories and organizational software. [Office 365, Google Suite and more]• Interest & willingness to work closely with law enforcement officers & judicial officials• Ability to work and make decisions independently with minimal supervision• Interest & experience in working collaboratively with various stakeholders• Ability to deliver and receive constructive feedback• Experience delivering trainings, and public speaking, to groups of various sizes• Capable of effectively speaking on the phone and in front of groups• Ability to complete work in a timely manner and effectively meet work with deadlines• Ability to establish and maintain professional working relationships, and effective boundaries, with diverse populations including youth and adult clients, police officers, court personnel, probation officers, representatives of partner agencies, volunteers, interns, supervisors and the general public• Commitment to working hard <i>and</i> having fun
<p><u>Preferred</u></p> <ul style="list-style-type: none">• Experience working or volunteering in restorative justice• Interest in applying personal creativity and innovation to develop and advance LCJP and the broader field of restorative justice• Experience and familiarity with Latinx culture• Experience leading people in groups, teams, etc.• Knowledge of Longmont and Boulder County human service providers• Experience coordinating volunteers

ACCOUNTABILITY:

The Bilingual Case Coordinator reports directly to the CRJ Program Manager. This supervisor, along with the LCJP Executive Director, is responsible for the BCC's performance evaluations.

RESPONSIBILITIES:

Case Coordination

- Coordinate referred cases from intake through contract completion, including matching cases with facilitators and scheduling conferences
- Schedule volunteers, offenders, victims, support people, and community stakeholders for CRJ conferences.
- Communicate with police officers, court officials, and other parties to maintain excellence in case management
- Participate in 1-2 restorative conferences per month for purposes of training, evaluation, and assisting with difficult case facilitation
- Oversee and facilitate monthly RESTORE Program (restorative group conference model to address shoplifting)

Training & Partnerships

- Regularly deliver and independently, or collaboratively, lead trainings for volunteers, stakeholders and police
- Assist with retention, evaluation, and skills development of CRJ volunteers
- Assist with maintaining CRJ partnerships, specifically with the Longmont Police Department and Longmont Municipal Court & Probation, as well as other criminal justice agencies and community partners

Administrative

- Conduct daily correspondence, communications, and scheduling pertaining to caseload
- Record, maintain, and audit data for consistency and accuracy
- Review and update all programmatic materials across multiple digital systems
- Supporting other LCJP staff teams with projects to benefit the greater organization

APPLICATION:

Applicant should send:

1. A cover letter stating the applicant's name, address, phone number and email address as well as statements about the applicant's interest in restorative justice, qualifications and relevant experience.
2. A current resume that includes education and job history.
3. A list of 3 references: 2 professional and 1 personal, stating the person's name, phone number, email address and relationship to you.

All applicants must e-mail the above requested application materials to jobs@lcjp.org. Please include "CRJ Bilingual Case Coordinator" in the subject line of the email along with your name.

Application Deadline: September 4, 2020 by 5:00pm
Position start date is early November 2020.

Please note: You will receive an email of receipt when your application is received. be contacted when your application is received. Allow three to four weeks for a response regarding an interview.

Thank you for your interest!