Position Title: Restorative Practices Coordinator, Experience Hope

Area/Program Focus: Mental Health Services and Violence Prevention

Position Summary: This position has primary responsibility for the delivery of restorative practices to improve the outcomes of children, youth and families in schools and to provide school-wide support of a restorative, trauma responsive approach to African American youth. The RP Coordinator will implement restorative practices and strategies to support whole school approaches to restorative schools, restorative school discipline, and other aspects of restorative justice for the purpose of improving the outcomes of at-risk youth and achieving systems change.

Reports to: Experience Hope Program Manager

Supervisory Responsibility: n/a

Responsibilities: All responsibilities will be in line with the Council on Accreditation (COA) standards including:

Overall Leadership:

- Leads on individual activity with assigned school(s), developing specialized interventions and strategies as needed and participates in divisional decision making as a member of the Mental Health and Violence Prevention team.

Culture of Philanthropy:

- Conducts job responsibilities with skill and care and represents the work of the program, division, and agency to internal and external stakeholders as needed.

Essential Responsibilities:

- Designing, developing, and implementing training, coaching, and technical assistance activities to support a whole-school approach to a restorative school climate.
- Developing and maintaining relationships with students, parents, and key personnel in schools.
- Designing and implementing restorative interventions for students, including student circle groups
- Producing resources to support program goals and activities.
- Maintaining program data collection requirements
- Facilitating restorative practice interventions as needed to respond to emerging community or agency need

Success Metrics:

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• Deliver training, coaching, and technical assistance that are responsive to constituent needs.
• Deliver effective restorative groups and interventions to youth.
• Develop and maintain effective relationships with external and internal stakeholders.
• Conduct data and information gathering and recording on a weekly basis and participate in program monitoring and evaluation documentation in a thorough and timely manner.

**Agency Culture:**
The business and social environment we operate in today has changed. What worked yesterday may not work today and will likely not work tomorrow. To thrive, we must incorporate new ways of thinking and embrace new practices. As part of our individual and agency cultural change process, it is critical that all employees of Catholic Charities aspire to the following:

• A commitment to the agency’s mission, vision, and values
• A commitment to excellence in everything we do
• A commitment to accreditation as well as performance and quality improvement
• A commitment to outcomes and measured results
• A commitment to innovation and to what is possible

**Qualifications/Requirements:**
• Social work, mental health, education or youth services education, training or experience.
• Experience facilitating restorative practice interventions or other types of youth/adult supports.
• Experience providing education or training to adults; experience providing training in restorative practices is highly desirable.
• Valid driver’s license, proof of insurance and access to reliable insured vehicle
• Negative result TB test, Fingerprinting and background check with clearance to work with children and youth

**Core Competencies:**
• Skills and knowledge of restorative practices and restorative justice of philosophy, principles, models, and techniques with a focus on violence-impacted communities of color.
• Ability to engage and effectively serve African American youth impacted by community violence.
• Ability to motivate, train, and coach school personnel, youth service providers, parents and community based organizations to implement restorative approaches and practices.
• Ability to establish and maintain collaborative relationships with a variety of diverse students, parents, professionals, para-professionals, school staff and community groups.
• Ability to produce timely, clear and concise documentation.
• Willingness to participate in CCEB quality assurance activities as specified by the agency.

**Accountability:**
Accountable to the Division of Mental Health and Violence Prevention staff team, the Division Director, CCEB’s leadership and Board, wider school communities, and program funders.

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**Physical Requirements:**

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<td>Speaking</td>
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**Necessary Forms of Communication:** Written, oral, electronic, and phone communication

**Benefit Status:** The Restorative Practices Coordinator is eligible for benefits, including paid vacation and sick leave, medical and dental insurance, agency paid retirement, life and disability insurance.

**Full Time/Part Time Status:** Part-time position, 28 hours a week

**Overtime (FLSA) Status:** n/a

**Review/Approval**

Supervisor’s Approval _______________________________ Date: ___________

Employee’s Signature _______________________________ Date: ___________

My signature above indicates that I have received a copy of this job description, the contents of which have been discussed with me by my supervisor or a Human Resource Department representative.

H.R. Department Review: _______________________________ Date: ___________

CEO Review: _______________________________ Date: ___________

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