

Restorative Case Worker Trainee

JOB DESCRIPTION

CLASSIFICATION:	Full-time or Part-time, Non-Exempt
HOURS:	Hours to be determined; occasional weekend or evening hours required
COMPENSATION:	\$25 - \$26 per hour with additional benefits for full-time positions
REPORTS TO:	Program Manager
ASSIGNMENT:	To be determined

POSITION SUMMARY

The **Restorative Case Worker Trainee** job is an entry level position that provides a pathway to a Restorative Case Worker position. Trainees can be promoted to a Restorative Case Worker by successfully completing training and demonstrating the knowledge, skills, abilities, and competencies required of a case worker. Trainees will work shoulder to shoulder with the Program Manager to learn case management skills such as tracking program activity and program billing. This position introduces restorative practices through observation and assisting in case work, circle practice, reading training material, attending weekly case consults, and with additional mentoring by senior restorative justice practitioners. After receiving a positive evaluation and assessment of work habits, case management skills, understanding of the restorative conferencing process, and restorative justice in general, trainees will transition to a Restorative Case Worker with an assigned case load.

Trainees will also train with an experienced Circle Keeper to learn circle practice, progressing from observing circles to facilitating circles. They will be expected to provide support to the Circle Keeper, provide coverage as needed, and adhere to best practices for dialogue circles by creating space for reflective dialogue, storytelling, relationship building, and learning skills for communication and healthy relationships.

This **Restorative Case Worker Trainee** position has a pay range of \$25 - \$26 an hour, which would be proportionate to any applicable coursework, restorative justice work experience, knowledge, skills, and abilities that are directly related to restorative justice and/or case work. This position is 32 hours a week and additional hours up to 40 hours with prior approval. Schedule may require flexible hours within a weekly schedule.

RESPONSIBILITIES

- Become knowledgeable of Restorative Resources' mission, vision, and purpose.
- Learn and demonstrate the basic restorative practices and principles.
- Learn to maintain complete and organized files in an electronic format to track program milestones on active cases in an organized and timely manner.
- Learn and ensure proper protocols for conducting client surveys and evaluations.
- Learn best practices for collecting case and client data used for analysis, progress reports, program reporting, billing preparation, and quality assurance.

- Learn and eventually lead restorative dialogue circles with youth ranging from elementary to high school age within a school or other setting.
- Maintain harmonious relationships with community partners, including school personnel, government administrators, and law enforcement representatives.
- Maintain and build effective rapport and harmonious relationships with clients and their families.
- Attend weekly case consultations, staff meetings, and/or trainings.
- Communicate regularly with program manager and mentors.
- Work collaboratively with all staff and volunteers within and outside the organization.
- Understand and adhere to applicable codes of ethics and legal requirements.
- Other duties as assigned.

EDUCATION

- High School Diploma or equivalent required.
- Significant coursework in sociology, psychology, counseling, social work, criminology, trauma informed care, or closely related fields that would provide a solid foundation for working with victims of crime, youth, and their families.

EXPERIENCE AND QUALIFICATIONS

- Genuine interest and desire learn, practice, and demonstrate restorative principles and values.
- Ability to establish confidence and maintain effective working relationships with youth and their families that may have experienced a variety of complex and challenging circumstances.
- Casework experience is desirable but not required.
- Excellent verbal and written communication skills in English.
- Bilingual skills in Spanish strongly desired but not required.
- Significant cross-cultural experience or understanding or lived experience.
- Ability to relate to individuals from different socio-economic, cultural, and ethnic groups.
- A team player with a strong work ethic and cheerful outlook.
- Able to effectively manage and organize work priorities, meet deadlines and detail oriented.
- Proficient computer skills and working knowledge of: MS Office products, Google tools, social media platforms and applications.

ADDITIONAL JOB REQUIREMENTS

- Ability to submit and pass a fingerprinting and background check with clearance to work with youth in schools, juvenile detention facilities, and in the community.
- Valid driver's license, proof of insurance, and access to reliable transportation.
- Obtain a Mandatory Reporter Certificate within 30 days of date of hiring.
- Complete a Confidentiality Agreement & Conflict of Interest Statement.
- Complete all certifications required by Restorative Resources and outside partner organizations.
- TB Testing
- US Work Authorization

BENEFITS

- Up to two (2) weeks paid vacation available after 90 days of employment, on an accrual basis.
- Nine (9) paid holidays annually that may be floated with prior approval.
- 40 hours of sick leave annually available after 90 days of employment
- Professional development reimbursement allowances of up to \$500 annually
- Health, Vision, and Dental Plans
- Life Insurance
- Flexible work schedule that also meets the demands of the organization and service to clients
- Career advancement with proven excellent work performance
- Celebration and Recognition

HOW TO APPLY

1. Submit a completed and signed application, cover letter, two (2) current letters of recommendation, and a current résumé.
2. Submitting a résumé without a completed and signed application and recommendation letters will not be considered.
3. Applicants given a conditional offer of employment will be required to sign authorization and release forms enabling a background investigation.
4. Position will remain open until filled
5. Email all required documentation or questions to:

veronica@restorativeresources.org

with **Restorative Case Worker Trainee Recruitment** in the subject line.

Restorative Resources is an Equal Opportunity Employer and is committed to excellence through diversity.

All employment is decided on the basis of qualifications, merit, & business need.