

## Restorative Justice Circle Keeper Series

Title	Pay Range	RJ Experience	Distinctions	Requirements
RJ Circle Keeper Trainee	\$18.10	0-3 to 6 months	<ul style="list-style-type: none"> <li>Supervised Circle Keeping</li> <li>Attends Case Consults</li> <li>Attends Staff Meetings</li> <li>Observed &amp; Evaluated</li> </ul>	<ul style="list-style-type: none"> <li>Mandatory Reporter Certification</li> <li>Probation Background Certification</li> <li>School Background Certification</li> <li>Intro to RJ Training Certification</li> <li>Access to Reliable Transportation</li> <li>Valid Driver's License</li> <li>Automobile Insurance</li> </ul>
RJ Circle Keeper I	\$18.10-21	3 to 6 months - 2 years	<ul style="list-style-type: none"> <li>Unsupervised Circle Keeping</li> <li>Conducts Intakes</li> <li>Prepares Correspondence</li> <li>Prepares Billing</li> <li>Attends Case Consults</li> <li>Attends Staff Meetings</li> <li>Observed &amp; Evaluated</li> </ul>	<ul style="list-style-type: none"> <li>Mandatory Reporter Certification</li> <li>Probation Background Certification</li> <li>School Background Certification</li> <li>Circle Keeping Training Certification</li> <li>Prison Rape Training Certification</li> <li>Proficient in Basic RJ Practices</li> <li>Skilled at Circle Keeping</li> <li>Access to Reliable Transportation</li> <li>Valid Driver's License</li> <li>Automobile Insurance</li> <li>GED/HS Diploma</li> </ul>
RJ Circle Keeper II	\$21-\$23	2-4 years	<ul style="list-style-type: none"> <li>Program Lead</li> <li>Subject Matter Expert</li> <li>Conducts Intakes</li> <li>Prepares Correspondence</li> <li>Prepares Reports &amp; Billing</li> <li>Attends Case Consults</li> <li>Attends Staff Meetings</li> <li>Observed &amp; Evaluated</li> </ul>	<ul style="list-style-type: none"> <li>Mandatory Reporter Certification</li> <li>Probation Background Certification</li> <li>School Background Certification</li> <li>Facilitator Training Certification</li> <li>Prison Rape Training Certification</li> <li>Proficient in Basic RJ Practices</li> <li>Proficient in Circle Keeping Practices</li> <li>Access to Reliable Transportation</li> <li>Valid Driver's License</li> <li>Automobile Insurance</li> <li>GED/HS Diploma</li> <li>College Level course work in behavioral studies, social work, or closely related subjects</li> </ul>

<p>RJ Circle Keeper III</p>	<p>\$23-\$25</p>	<p>4+ years</p>	<ul style="list-style-type: none"> <li>• Program Lead/Manager</li> <li>• Trainer &amp; Evaluator</li> <li>• Subject Matter Expert</li> <li>• Conducts Intakes</li> <li>• Prepares Correspondence</li> <li>• Prepares Reports &amp; Billing</li> <li>• Attends Case Consults</li> <li>• Attends Staff Meetings</li> <li>• Observed &amp; Evaluated</li> </ul>	<ul style="list-style-type: none"> <li>• Mandatory Reporter Certification</li> <li>• Probation Background Certification</li> <li>• School Background Certification</li> <li>• Prison Rape Training Certification</li> <li>• Skilled in RJ Practices</li> <li>• Proficient in Circle Keeping Practices</li> <li>• Proficient in Conference Facilitation</li> <li>• Access to Reliable Transportation</li> <li>• Valid Driver's License</li> <li>• Automobile Insurance</li> <li>• GED/HS Diploma</li> <li>• College Level course work in behavioral studies, social work, or closely related subjects</li> </ul>
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