



Justice services addressing community harm

209 S Pine • Newton, KS 67114
(316) 283-2038
www.ovmks.org

Job Description: Restorative Justice Associate

Position Summary: Work in collaboration with CJP Director to meet the demands of CJP cases. Particular focus will be with Truancy cases, when school is in session. Responsibilities include Client contact, intake and screening. Additional responsibilities may include facilitating Restorative Conferences and Neighborhood Accountability Boards (NAB). If applicant is not currently a KS Supreme Court certified mediator, opportunity to become certified will be provided.

Responsibilities

- *Administration:* Thoroughly documenting client interactions and services provided, tracking client participation, upholding policy and procedure, communicating with referral sources, maintaining methods for data collection and analysis.
- *Client Engagement:* Provide direct services to clients, including assessment and orientation to department programming and policies. Other duties include group facilitation, individual client check-ins, and referral to other services.
- *Victim Contact:* Represent victim's point of view throughout restorative processes. This involves ensuring designated staff attempt contact with all victims at the start of the restorative process, and that contact is maintained with victims in all instances where they indicate willingness.
- *Volunteer Engagement:* Engage program-specific volunteers. Maintaining positive and healthy relationships with volunteers and advocate for positive volunteer experiences.
- *Other:* Participate in other office functions as requested, such as regular staff meetings and OVM promotional events.

Work Status: Part Time (beginning 10 hours/week with possible expansion); flexible schedule with provisions for accommodating diverse client schedules.

Salary: \$14-\$16/hour

Reports to: Director of Community Justice Program

Qualifications

- Bachelor degree. In fields of restorative justice, conflict resolution, social work, psychology, or criminal justice preferred
- Experience as a group facilitator; Kansas Supreme Court approved mediator preferred or willing to get training to become approved
- Ability to work with people from diverse backgrounds
- Ability to exercise compassion and accountability with all involved in the restorative justice system
- Demonstrate sound professional judgment and decision-making skills
- Excellent verbal and written communication skills; ability to listen with discernment

- Strong organizational skills and attention to detail
- Strong interpersonal skills
- Commitment to restorative justice
- Willingness to work evening and daytime hours as necessary

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