



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 and only 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 LCJP culture, you are invited to one of our monthly Restorative Practices Orientations 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. For more information on LCJP, please visit www.lcjp.org.

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: \$38,000-45,000

The Bilingual Case Coordinator (BCC) position within the Community Restorative Justice (CRJ) program primarily works on coordinating restorative justice cases, working with offenders, victims, volunteers, and community stakeholders from the point of intake through process completion, in close collaboration with fellow CRJ program staff. The BCC regularly develops and delivers training for referring agents and volunteers, maintains community partnerships, and supports LCJP staff in various projects not directly relating to casework. The BCC is also responsible for reporting, development, and management of all programs within the CRJ Office. The position's duties include the mentoring of volunteer facilitators, providing support for volunteer development, facilitating 1-2 restorative justice cases each month, and assisting with CRJ's RESTORE program and conferences.

QUALIFICATIONS:

Required:

- Bachelor's degree
- Appreciation of & commitment to:
 - 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
- Interest & willingness to work closely with law enforcement officers & judicial officials
- Interest & experience working collaboratively with others in various projects
- Experience designing and delivering trainings
- Ability to work and make decisions independently with minimal supervision
- Ability to deliver and receive constructive feedback
- Capable of effectively speaking on the phone and in front of groups
- Ability to complete work in a timely manner and comply with deadlines
- Ability to establish and maintain effective working relationships 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
- Working knowledge of PC computers including database management, MS Office, online directories and registration
- Commitment to working hard *and* having fun

Preferred

- Experience working or volunteering in restorative justice
- Experience leading people in groups, teams, etc.
- Knowledge of Longmont and Boulder County human service providers
- Experience coordinating volunteers
- Understanding of Hispanic/Latino culture
- Interest in applying personal creativity and innovation to develop and advance LCJP and the broader field of restorative justice

ACCOUNTABILITY:

The Bilingual Case Coordinator reports directly to the CRJ Senior Case Coordinator or 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)
- Writing summaries of cases to be used for fundraising

Training & Partnerships

- Design and lead trainings for volunteers and police (approximately every other month)
- 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
- Assist with training for referring agencies and stakeholders

Administrative

- Conduct daily correspondence, communications, and scheduling pertaining to caseload
- Record, maintain, and audit data for consistency and accuracy
- Review and update all printed programmatic materials
- Supporting LCJP Executive Director and Volunteer and Training Coordinator 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.

We RECOMMEND that applicants e-mail the requested information to jobs@lcjp.org. Please include "CRJ Bilingual Case Coordinator" in the subject line of the email.

Applicants may also mail the requested information to:
Attn: CRJ Bilingual Case Coordinator
Longmont Community Justice Partnership
528 Main Street
Longmont, CO 80501

Start Date: ASAP

Applications will be considered as they are received.

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

Thank you for your interest!