



KONSCIOUS YOUTH DEVELOPMENT & SERVICE

## Restorative Justice Coordinator Job Description

The mission of KYDS is to transform youth, schools, and communities through holistic practices.

Company: KYDS  
Department: Youth Services  
FLSA Status: Non-Exempt

### Reports To:

- Lead Link
- Co-Creator

### Status:

- Contrator
- Employee

### Location:

- Monmouth County, NJ
- Virtual Admin/Facilitation

### Availability:

Hours generally include weekdays between 8:00 am and 7:00 pm; training, and community programming may necessitate evening related hours as well as weekends.

### Position Summary:

This position is responsible for implementing the restorative justice (RJ) grant at Asbury Park and Neptune High School, which includes providing direct restorative services to staff, students & families, and coaching and technical support to school staff in the successful implementation and practice of restorative justice.

### Principal Responsibilities:

- Design, develop and implement restorative justice systems at Asbury Park and Neptune High School in collaboration with key community personnel.
- Provide training, modeling, consultation, coaching, & technical support to staff and students in the facilitation of school-wide restorative practices
- Assign restorative justice cases to mediators, and monitor and assist in bringing those cases to completion
  - Monitor and ensure all school referrals are answered in a 72 hour period
- Maintain an active file on each student receiving restorative Justice services to facilitate the delivery of appropriate interventions and social services
  - Maintain a digital log of all students participating in KYDS restorative services
- Manage all RJ cases to include: case management, documentation, and follow-up (including gathering all relevant reports and information regarding the incident, contacting victim, offender, parents, and mediator before, during, and after mediation)
- Conduct intake assessments for Restorative Conferences. Prepare participants, contact parents/guardians to invite or inform, send confirmation notices, facilitate the process, develop an agreed-upon plan, and conduct follow-up
- Work with School Resource Officers in cases that involve situations that may generate a police report
  - Connect with Schools SRO
- Monitor community service agreements based on case outcomes
  - Following up on restorative contracts



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### **Principal Responsibilities (continued):**

- Complete required quarterly reporting
- Collaborate and attend ongoing meetings with RJ case managers and partners to outline program goals and objectives;
- Be present at Neptune High School and Asbury Park High School weekly
- Engage parents in site-based restorative practices, including training and parent dialogue circles;

### **Training and Development:**

- Complete IIRP Restorative practices training facilitated by the organization
- Read Restorative conferencing resources and books
- KYDS 8-week Konscious Worker Training

### **Other:**

- Embody the values of KYDS mission and vision
- Serve as an articulate spokesperson for all KYDS services and programs
- Initiate, promote and maintain positive relationships with students, parents, guardians, staff, administrators, community partners
- Work collaboratively with KYDS Directors, RJ School Specialists, and community partners to implement school programs.
- Participate in KYDS Leadership and development training

### **Qualifications:**

- Theoretical and practical understanding of a broad spectrum of RJ processes within schools & the judicial system
- Direct experience facilitating restorative dialogues and implementing restorative practices
- Ability to facilitate difficult conversations with both youth & adults
- Ability to develop and implement short- and long-range goals
- Ability to work independently
- Ability to work as part of a team and to manage collaboration with a wide range of individuals & entities
- Demonstrated experience & success working with diverse and under-represented individuals & communities
- Ability to speak/present comfortably and effectively in large and small groups
- Excellent communication, both written and oral, and presentation skills
- Personal yoga, meditation, and mindful practice
- Ability to facilitate mindfulness, meditation, and movement practices recommended.
- Self-motivated with strong organizational and time management skills
- Ability to work under pressure and effectively diffuse crisis situations
- Demonstrated personal & professional commitment to equity & inclusion
- Ability to work through conflict with co-workers & volunteers
- Competency working with MS Office software (Word, Excel, and familiarity with web-based management systems and HTML formatting)

**Qualifications:**

- Ability to integrate new technologies (online collaborative tools, group lists, surveys, etc.) into program services when appropriate
- Ability to manage flexible work schedule – some evening and occasional weekend work may be necessary.

**Experience and Education:**

- 1–3 years experience working with high school youth
- Knowledge and skills in cultural competency/responsiveness, cross-cultural communication, and equity
- Language and/or cultural backgrounds that would help serve underserved school communities preferred
- Due to the nature of directly working with youth, KYDS is required to submit a background check to school districts served

**Physical Demands:**

- Must be able to travel to team meetings, Asbury Park and Neptune High School

**Work Environment:**

- This position will work in a school-based setting during the school year, virtually during school closures, and at KYDS offices during the summer.
- This position will spend a lot of time in the community.

**To apply, please submit to [Info@konscious.org](mailto:Info@konscious.org) :**

- Cover Letter
- Resume

We will begin to review Applications on Sep 30th, 2021. Applications submitted after that date may also be reviewed.

**Please submit your application, resume, and cover letter to the attention of Rodney Salomon:**

**By email: [Info@konscious.org](mailto:Info@konscious.org)**