



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	633225	# of Positions	1
Business Title	Coordinator of Restorative Justice Initiatives (CRJI)		
Civil Service Title	COMMUNITY COORDINATOR		
Title Code No	56058	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 70,000.00 - \$ 70,000.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	The Executive Office		

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Job Description

Reporting to the Director of Restorative Justice Initiatives, the CRJI will help with the replication and implementation of Project Restore (PR) and the coordination of community outreach activities to support its participants' success.

Specifically, the Coordinator of Restorative Justice Initiatives will work with the Director of Restorative to:

1. Cultivate strategic partnerships with local stakeholders to build networks of support for young people and community members, including educating them about the PRB program model, its impact, and its potential. These networks will also provide participants access to medical and mental health services, substance abuse treatment and other interventions, employment and educational services and opportunities, housing resources, and other community-based programs.
2. Develop a performance management system to measure and track the progress and success of PRB participants, including articulating a set of desired outcomes and creating protocols to capture that data as a part of regular case management activities.
3. Support the identification and training of PRB graduates and others in Restorative Practices, including both community-building circles and circles to respond to harm.
4. In partnership with VSU, support the development of rapid restorative response teams that include trained restorative circle facilitators and mental health professionals to provide trauma-informed support in the wake of crime.
5. this role is also responsible for conducting efforts in the community to engage participants and assist them in navigating housing, education, and employment services.
6. Work closely with Victim Services and Re-Entry services to understand clients' needs for services and which external partners to engage, to ensure they are met.
7. Research and conduct outreach to potential partners.
8. Articulate mutual expectations for the partnership, including the development of memoranda of understanding and/or contracts as needed.
9. Maintain regular communication with Victim Services and Re-Entry Services and partners to troubleshoot challenges with referrals or service provision.
10. Support and facilitate regular information sessions with staff, social service agencies, services, and resources.
11. Develop and maintain systems to support consistent quality services to participants by staff.
12. Work with the Director of Restorative Justice Initiatives to develop and maintain policy and protocol for community-based work and travel with participants.
13. Work closely and meet regularly with Victim Services and Re-Entry Services teams to identify successes and challenges and strengthen systems.
14. Participate in regular staff training to develop program expertise and related skill sets.
15. Enter data accurately (e.g., case notes documenting pertinent session information, referrals made,

case conferences held with specialty supports or case management staff).

Preferred Skills

Demonstrated exceptional clinical acumen and experience required. Expert knowledge of local service providers and resources is required.

Additional Information

An master's degree and license in a mental health field and 5 years of direct practice experience are required, or, a BA degree and 7 years of direct practice (i.e., therapeutic or case management) experience are required.

PLEASE NOTE: THIS POSITION IS GRANT-FUNDED FOR TWO YEARS.

Hours/Shift

Monday - Friday 9:00 A.M. to 5:00 P.M.

Minimum Qual Requirements

- 1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
- 2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
- 3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Public Svc Loan Forgiveness

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at <https://studentaid.gov/pslff/>.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE

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