 ****

***Parallel Justice Outreach and Engagement***

**Burlington Community Justice Center, 200 Church Street**

This AmeriCorps position will serve as part of CEDO’s AmeriCorps program. Our program will have 10 members who will receive training and provide direct service to support economic opportunity for individuals from underserved populations, innovative responses to pressing community problems, and capacity building for organizational change, with City departments, state agencies and nonprofit organizations in Burlington, Winooski, and surrounding areas. At the end of the program year AmeriCorps members will be responsible for improved economic opportunity through training and mentoring opportunities.

The Burlington Community Justice Center (CJC) envisions a safe and resilient community where everyone is supported when crime and conflict occur. Our mission is to create opportunities with the community to address the effects of crime and conflict. Parallel Justice for Victims of Crime is one program of the CJC, which operates in collaboration with the Burlington Police Department and Vermont Center for Crime Victim Services. Parallel Justice is a framework for elevating the rights of victims. It aims to create comprehensive services that address the needs of victims and survivors of crime by involving both a governmental and community response regardless of whether or not the offender is caught or prosecuted. Specific goals of this position include building capacity for this innovative response to crime in our community, with a focus on victim outreach and engagement of underserved populations.

**Key Responsibilities:**

* Connect with individuals impacted by crime in a variety of situations and levels of interaction both in person and over the phone.
* Provide emotional and practical support, advocacy, assistance and referrals to other resources and support.
* Engage victims in assessing and evaluating their actions using an empowerment model and applying critical thinking to inform your own decision-making.
* Problem solve with and on behalf of clients in a variety of settings and situations, including with other service providers, agencies and businesses.
* Assist with creation and implementation of an outreach plan to connect with underserved victim populations, with a focus on people who are homeless/transient and EEL speakers/immigrants.

**Secondary Responsibilities:**

* Engage community partners and agencies by providing information on Parallel Justice’s program history, services, resources and referral processes.
* Conduct community and program organizational work to increase program capacity by presenting informational trainings to community partners, referring agencies and businesses; attending webinars and trainings; and assisting with marketing and information management.
* Serve and educate the broader community through targeted harm reduction campaigns to reduce incidences of car break-ins and larceny, and crime and victim sensitivity awareness building variety of forums such as Facebook and the Front Porch Forum listserv.
* Assist with creation and implementation of an outreach plan to connect with additional underserved victim populations, including elders, youth, and people with disabilities.

**Skills and Qualifications:**

* Experience working with people
* Understanding of confidentiality
* Familiarity with crime victim issues or willingness to learn
* Some knowledge of the impact of trauma on a victim
* Some knowledge of recruiting volunteers
* Effective training skills, practice in implementing training curriculums or willingness to learn
* Public speaking or willingness to build skills in public speaking
* Good basic computer skills
* Strong problem solving, writing and analytical skills
* Ability to work with diverse populations and complex government organizations

**Minimum Qualifications:**

* US citizen (or have permanent resident status)
* At least 18 years of age upon entering the Pre-Service Orientation (no upper age limit), or 17 years of age with written parental permission;
* High school graduate or have a GED certificate, or be willing to work towards GED as part of service-year successful completion requirement.
* Has not been convicted of murder or sexual assault and is willing to undergo a National Service Criminal History Check
* Commitment to the goals of the CEDO AmeriCorps program
* Able to pass a background check to the satisfaction of the Burlington Police Department

**Additional Information:**

Service is to be performed primarily with the Parallel Justice Specialist located within the Burlington Police Department.

Positions begin September 12th, 2016 and end August 12th, 2017.

This position is: (check one)

\_\_**Full Time position** requires 1,700 hours (average 40 hours per week) for one year. Member benefits include a living allowance of $14,000 (pre-tax), and an education award of $5,775 (pre-tax) upon successful completion of service. Other benefits include health insurance, federal school loan forbearance, and substantial training opportunities.

**\_x\_Half Time position** requires 900 hours (average 20 hours per week) for one year. Member benefits include a living allowance of $7,406 (pre-tax), and an education award of $2,888 (pre-tax) upon successful completion of service. Other benefits include federal school loan forbearance, and substantial training opportunities.

This position (check one)

\_x\_does

\_\_does not

have recurring access to vulnerable populations (youth, persons over 60, individuals with disabilities).

**To Apply**: Send a resume, cover letter and two (2) references to CEDO’s AmeriCorps Program [americorps@burlingtonvt.gov](mailto:americorps@burlingtonvt.gov) **Please send as one PDF document with email subject line listing the position title.**

Application deadline for member: August 24th

Additional information on AmeriCorps is available at [*www.americorps.org*](http://www.americorps.org) *.*

**The Community and Economic Development Office of The City of Burlington sponsors this position through the AmeriCorps program and will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact 802-865-7516.**