



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

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Vermont Relay: 7-1-1 or 800-253-0191

RESTORATIVE JUSTICE LIAISON COMMUNITY JUSTICE CENTER

POSTING DATE: June 22, 2015

RATE OF PAY: \$20.29

EXEMPT/NON-EXEMPT: Non-Exempt

DEADLINE TO APPLY: July 1, 2015

POSITION STATUS: Regular Part-Time 30hrs/wk

CLASSIFICATION GRADE: 15

UNION: N/A

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for supporting the City of Burlington Community Justice Center's Restorative Justice Program, including the youth restorative justice program, adult direct referral cases, Rapid Intervention Community Court, and restorative noise program.

ESSENTIAL FUNCTIONS:

Youth Restorative Justice Program:

- Assist in the development and coordination all aspects of the youth restorative justice program.
- Train and supervise intern to coordinate youth restorative justice panels.
- Develop and maintain positive working relationships with complex entities such as the Burlington Police Department, the Burlington School District, and the State's Attorney's Office.
- Assist in coordination of weekly youth restorative justice panel meetings.
- Assist with caseload management.

Rapid Intervention Community Court and Adult Direct Referral Cases:

- Assist with caseload management including: contacting program participants and partner agencies regarding referrals, updating case notes and tracking restitution requests.
- Assist with cross-referring cases.
- Facilitate and monitor RICC referrals to the Community Justice Center (CJC)
- Identify and track referrals from CJC to RICC.
- Assist programs with outreach to police, processing of referrals and screening of cases.
- Administer criminogenic risk and need assessments.
- Co-facilitate Retail Theft Awareness & Prevention (RTAP) classes
- File monthly Restorative Justice reports and quarterly RICC reports with CJC director and when appropriate directly to granting agency.

Restorative Noise Program:

- Develop and coordinate all aspects of the Restorative Noise Program.
- Train and supervise Restorative Noise Program intern.
- Oversee program administration, including intakes with noise ticket recipients, scheduling restorative noise sessions, tracking community services and maintaining case information.
- Ensure maintenance of noise ticket records and report to the Burlington Police Department.
- In cooperation with Burlington Police Department personnel, support and/or conduct restorative noise sessions.
- Enhance and expand community service opportunities: consult current partners about successes and challenges of current referrals, outreach to new partners and develop opportunities for community service at the CJC and other City Departments.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Bachelor's degree and two years of experience, or four years of program management experience with a focus on restorative justice, community development, or related field.
- Experience with Criminal Justice System either Corrections, Court, law enforcement or all three.
- Experience working with youth.
- Demonstrated knowledge and familiarity of restorative practices.
- Ability to understand and demonstrate knowledge of community impact of crime and victim issues.
- Ability to deal effectively with a wide range of individuals and groups.
- Computer literacy necessary. Knowledge of ACCESS program, or similar data management software recommended.
- Some evening availability required.
- Ability to work in a team environment, while also working independently as necessary.
- Strong communication skills, especially a sensitivity to youth and people with mental health and substance abuse issues.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

To Apply: Submit resume, coverletter and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR .

The City of Burlington 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 also committed to providing proper access to services, facilities, and employment opportunities.

For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.