

*Our Vision: vibrant communities – safe, just and engaged.
Our Mission: transforming the communities of Elkhart County through Restorative Justice.*

Restorative Mediation and Facilitation Practitioner

Title: Restorative Mediation and Facilitation Practitioner

Overview: The practitioner is responsible to manage a caseload and mediate/facilitate for the Victim Offender Reconciliation Program (VORP), Community Mediation Program, and Promise Academy for Conflict Transformation (PACT).

Accountable to: The Executive Director and service area coordinator.

I. PRINCIPLE RESPONSIBILITIES AND DUTIES:

A. Restorative Mediation and Facilitation

1. Case Management for VORP, Community Mediation
2. Prepare and maintain caseload using computer database and hard files
3. Conduct intake interviews with victims, offenders, and/or community members involved in cases
4. Arrange and facilitate mediations when applicable
5. Track restitution agreements for victims
6. Report to referral sources on case status
7. Attend and testify in court proceedings when necessary
8. Oversee volunteers who manage cases
9. Assist in planning and facilitating training for volunteers
10. Schedule and conduct workshops for PACT

C. Other Duties

1. Assist Program Coordinator with responsibilities required in the operation of the program.
2. Perform other duties as assigned by the Coordinator or Executive Director.

II. QUALIFICATIONS:

- A. Commitment to restorative justice philosophy
- B. Bachelor's degree in human services/mediation/peace studies
- C. Good written and oral communication skills
- D. Strong organizational skills
- E. Ability to use restorative practices to support a strong working team.

III. TIME REQUIRED: 40 hours per week, Monday through Friday, occasional evenings or weekends.