



MEDIATION SERVICES
Job posting

Position Title: Restorative Practices Facilitator

Reports To: Executive Director

Job Status: Part-time, Seasonal, Non-exempt and Hourly for initial 14-week pilot program, 3/5/18 - 6/7/18

Restorative Practices Facilitator: Responsible for facilitating restorative conferences and circles with youth and adults at the Alternative High School in Allegan, MI. Responsibilities include, but are not limited to, working directly with youth and adults to resolve conflict, build positive relationships with school staff, and promote the program within the school and the community. Works 16-18 hours per week, including hours for casework, meetings, supervision, support of school staff and training.

Essential Job Duties and Responsibilities:

1. Explains Restorative Practices processes and Restorative Justice to school staff and accepts referrals.
2. Completes a detailed assessment of all potential participants and secures the cooperation of others that are necessary to the process.
3. Facilitates restorative conferences and/or restorative circles in the school setting.
4. Documents student agreements and completes follow-up tasks in a timely and organized manner.
5. Communicates openly and consistently with school principals and school staff
6. Partners with school staff to learn the school culture and climate and adapts as needed.
7. Works with Mediation Services and school staff to develop processes and procedures for program.

8. Is a role model within the school environment.
9. Is an advocate for restorative practices processes and restorative justice.
10. Tracks all data regarding conferences and circles, including data regarding student attendance, suspension, and expulsion. Gathers student feedback on processes. Prepares and maintains all paperwork necessary to support Mediation Services and program funding including reports to agency, school staff, and funding entities.
11. Develops and delivers presentations regarding restorative practices as needed.
12. Performs other tasks reasonably in-line with promoting and supporting the restorative practices program.

Job Requirements:

- Must have completed Restorative conferencing and circle training, prior to pilot commencement
- Reliable transportation
- Valid driver's license and requisite corresponding automobile insurance
- Must be available 16-18 hours each week as needed

Knowledge/Skills/Abilities:

- Excellent organizational and record-keeping skills
- Ability to organize and prioritize student needs
- Ability to work independently and exercise judgment
- De-escalation skills
- Problem-solving skills
- Ability to work with people of diverse backgrounds
- Restorative philosophy and restorative conferencing and circle process skills

Compensation: \$18.00 per hour.

To Apply:

Email cover letter and resume to HR@MediationServices.Works by 2/16/2018 at noon.

Persons are recruited, hired, assigned and promoted only on the basis of job-related criteria and without regard to age, race, color, familial status, gender, gender identification, marital status, national origin, non-job related disability, religion, sexual orientation, or veteran's status. EOE