JOB DESCRIPTION

East Los Angeles Women’s Center, a non-profit organization, provides a variety of services for women and their families, focusing on sexual and domestic violence and HIV/AIDS. ELAWC offers crisis intervention, prevention, education, and advocacy in order to address the needs of a multi-cultural and multi-lingual community.

TITLE: Restorative Justice Facilitator (Circle Keeper)

Job Summary:

Under the supervision of the Executive Director, the Restorative Justice Facilitator (Circle Keeper) is a key position in the Restorative Justice Healing Project funded by Blue Shield of California Foundation. The Circle Keeper will facilitate two types of circles: one for harm-doers and another for families who choose to be a part of this project. The Circle Keeper will set up the structure of the circles which is a predictable format that enables everyone to know what to expect; this offers a level of comfort and preparedness for participants. This includes the facilitation and implementation of the Project’s strategies including the Healing Circles, Restorative Conversations, working alongside with the National Compadres Network, and all additional program parts to be developed.

Responsibilities and Duties

- Work in partnership with the RJ Coordinator and the National Compadres Network to develop all training curriculum relevant to the Restorative Justice Project
- Facilitate healing circles, restorative justice one on one conferencing including all individual/group pre-work sessions
- Maintain program documentation on EmpowerDB, including case notes, meeting notes, project materials, and project narratives
- Conduct educational sessions and training related to the Restorative Justice Project
- Work closely with the evaluator and BSCF evaluation team in the designing of and conducting surveys, assessments for implementation and evaluation
- Other duties as assigned.

Qualifications:

- Restorative Justice Facilitation training
- Experienced in facilitating Restorative Interventions from a board spectrum of cases
- Self motivated and able to work on own initiative
- Ability to work effectively as part of a team
- Knowledge and understanding of Restorative Justice principles and processes
- Demonstrated skill in handling multiple tasks, tracking details and setting priority for accomplishing a variety of projects.
- Ability to work flexible hours independently.
- Preferred bicultural/ bilingual in English and Spanish.
• Bachelor’s Degree with 5 years’ experience in human services, peace studies, domestic violence, conflict resolution, restorative practices, social work or related field; or a Master’s degree in Social Work, MFT or PsyD from an accredited college or university with experience in conflict resolution, domestic violence and restorative practices.
• Experience teaching or leading workshops, training sessions or meeting
• Demonstrated knowledge of domestic violence and sexual assault issues, therapeutic approaches and prevention and intervention strategies.
• Completion of the minimum 70 hours CALOES approved Sexual Assault and Domestic Violence Crisis Intervention Training (required or must be completed upon hire)
• Experience and confidence in identifying and implementing evidenced based practices
• Strong written and oral communication skills, listening skills and a demonstrated ability to foster a supportive environment for clients
• Proficiency in computer skills, including Microsoft Office software and customized data-based management systems
• Cultural Competency in Working with Latinx Community
• Bilingual Spanish/English Preferred
• Cultural Humility in working with diverse populations in all forms, including ethnicity, sexual orientation, abilities and religious backgrounds.
• Ability to prioritize tasks and work independently as well as collaboratively with multidisciplinary teams
• Ability to manage and facilitate multiple projects and teams simultaneously
• Preferred bicultural/ bilingual in English and Spanish

TO APPLY:
• Accepting applications July 10 – July 31, 2023
• To apply, email your resume to Jennifer Martinez
• Jmartinez@elawc.org

ADDITIONAL INFORMATION:
Salary range is $58,000- 60,000 based on experience, plus, benefit package includes medical, dental, and life. Interested candidates should forward a resume, cover letter to: Jennifer Martinez @ jmartinez @elawc.org

The East Los Angeles Women’s Center does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.