

Job Description

Position: Balanced and Restorative Justice (BARJ) Case Manager [20 hrs/wk] at the Franklin Grand Isle Restorative Justice Center

Definition: The Case Manager will provide a variety of restorative interventions that reduce and eliminate further involvement in the juvenile and/or adult justice system. Services will vary depending on each individual and may include the following: mentoring/one-to-one contact/positive role model intervention; school attendance support; assuring youth's whereabouts and activities are consistent with their conditions of probation; home visits/checks, family support; skill building classes and activities; organize and facilitate pro-social leisure youth activities; case management support; organize and support community service opportunities; provide screenings and assessments; and provide restorative interventions that reduce and eliminate further involvement in the justice system

Supervised By: BARJ Program Manager

Qualifications: Bachelor's degree in education, human services, criminal justice, youth development, or related field preferred. Training and education in substance abuse, youth development and the criminal justice system may be substituted for education requirement. Knowledge of community resources. High level of organization, strong time management, record keeping, and computer skills. Self-motivation, strong oral and written communication skills, ability to relate well with youth, and high standards for maintaining personal boundaries and confidentiality. Valid driver's license and reliable transportation is necessary. Flexible schedule; some evening and weekend work may be required based on individual referrals. Must be willing to submit to a Vermont criminal and motor vehicle record check.

Duties:

- Work collaboratively with team members and referring agencies.
- Maintain case load of program participants.
- Maintain records and progress reporting systems in compliance with agency standards.
- Provide services and activities as directed including, but not limited to:
 - mentoring/one-to-one contact/positive role model intervention
 - school attendance support
 - assuring youth's whereabouts and activities are consistent with their conditions of probation
 - home visits/checks, family support
 - skill building classes and activities
 - organize and facilitate pro-social leisure youth activities
 - support youth to complete restorative contract requirements
 - organize and support community service opportunities
 - provide screenings and assessments

- facilitate restorative panels
- provide case management and support
- provide restorative interventions that reduce and eliminate further involvement in the juvenile justice system
- Communicate with DCF, courts and referring partners on a regular basis, verbally or in writing, as needed or requested.
- Maintain procedures that protect confidentiality and personal boundaries
- Attend meetings and trainings as required
- Document youth behavior and activities as directed.
- Provide transportation as needed
- Complete all required forms, correspondence and reports in a timely manner and retain copies of such writings in an organized format
- Participate in agency meetings and events as directed.
- Complete any other duties as assigned by the Executive Director & Program Director

If interested, please email resume, cover letter & three references to:
Lindsey Tomlinson (Lindsey@fgirjc.org) at the Franklin Grand Isle Restorative Justice
Center by April 22 2016 - 802.524.7006