



Maine Youth Court: Restorative Coordinator

TITLE: Restorative Coordinator

LOCATION: The Restorative Coordinator will be based out of the Maine Youth Court's Lewiston office, and will work with youth in Lewiston, Auburn, and surrounding towns. Travel around this region and to MYC's second office in Portland is expected.

COVID-19 Note: Due to COVID-19, MYC Staff have been working in a hybrid model: both virtually and in person. MYC staff anticipate returning to full in-person work over the coming months, following CDC and state guidelines.

SCHEDULE: This is a full-time, 40 hour a week position. Typical work hours are 9am-5pm or 10am-6pm Monday-Friday, with occasional evening hours. **The anticipated start date for this position is Tuesday February 1st, 2022.** This timing may be flexible for the right candidate.

SUMMARY:

The Maine Youth Court (MYC) is a youth-led restorative justice diversion program that receives referrals for youth who have gotten in trouble with the law and/or their school. By participating in a restorative justice process and successfully completing a Restorative Plan (an action plan created by affected parties to repair the harm and build up supports)—youth are diverted from punitive consequences. At the heart of MYC is a belief in youth leadership. We train youth to serve as advocates and facilitators of these restorative processes, and we turn to respondents (youth referred to our program), youth volunteers, and youth board members to inform and guide our evolving programming.

The Restorative Coordinator helps youth respondents, families, victims, and community members to move through restorative justice processes, and ensures that youth respondents have access to support services, clinical treatment, and pro-social activities when applicable. The Restorative Coordinator will support youth volunteers in facilitating restorative processes, as well as personally co-facilitating when necessary. Together with other staff, the Restorative Coordinator sustains MYC's youth volunteer network by offering training and engagement opportunities. The Restorative Coordinator is invested in restorative justice and youth leadership as an alternative model for juvenile justice.

RESPONSIBILITIES:

- Solicit, receive, and process all applicable referrals from Juvenile Community Corrections Officers (JCCOs), Assistant District Attorneys, School Administrators and School Resource Officers
- Meet with youth and their families to share information about the program and restorative justice philosophy, to gather relevant information, and to complete an intake.

- Coordinate restorative processes, which includes communicating with multiple participants and volunteers, aligning schedules, adapting the restorative process to the needs of individual youth and participants, and communicating the youth's progress in the program to the referral source
- Facilitate restorative justice circles and other restorative processes with co-workers and youth volunteers
- Connect youth respondents to support services, clinical treatment, and pro-social activities
- Collaborate with lawyers, counselors, school support staff, and others within a youth's support team
- Maintain case files and their confidentiality
- Complete data entry related to reporting and program evaluation
- With MYC staff: recruit, train, engage, and support a diverse network of youth volunteers
- Participate in organizational development meetings focused on racial equity, program development, and volunteer engagement across regions
- Attend weekly staff meetings, weekly supervision, and additional team meetings when needed
- Collaborate with all staff regularly across regions
- Give occasional rides to youth using personal vehicle
- Attend Lewiston District Court dates to receive referrals, support youth and families present, and give an update on a youth's progress in the program on behalf of MYC
- Attend meetings with community partners and stakeholders as needed
- Other duties as assigned: MYC is a continuously evolving social justice organization. This role may evolve in its responsibilities and scope of work to align more fully with strategic priorities.

DESIRED QUALIFICATIONS and SKILLS:

- Educational background in the Social or Behavioral Sciences or Criminal Justice AND/OR direct or lived experience with the juvenile or criminal justice system preferred
- Background or training in Restorative Justice is preferred
- Experience with/an understanding of the criminal or juvenile justice system(s), behavioral health, substance use, trauma, and youth development is preferred
- Time living and/or working in the Lewiston/Auburn region or demonstrated investment in these communities is strongly preferred
- Ability to communicate effectively, both orally and in writing
- Ability to think critically, listen actively, and empathize with others
- Ability to create and manage own schedule
- Ability to stay organized while managing multiple cases and projects
- Familiarity with—or ability to locate—resources and supports for youth in program region
- Willingness to be part of a highly collaborative team that is invested in finding ways to share power
- Awareness of systemic, structural, and interpersonal oppression
- Openness to receiving feedback and relevant training for this role
- Comfort with frequent use of cell phones, computers, word processing, email correspondence, Zoom, Google Suite, and data dashboards
- **Must** have experience working with youth or young adults, and/or be able to demonstrate a commitment to youth leadership and empowerment

- **Must** be at least 18 years of age; possess a valid Driver's License with a clean driving record in the past 3 years for insurance purposes.
- **Must** satisfactorily pass a comprehensive background check. The presence of a criminal record may not necessarily preclude an applicant from employment.

SALARY and BENEFITS:

This is a full-time, 40 hour a week position, with a starting pay rate of \$18/hour, or the equivalent of \$37,440 annually. MYC offers a health care plan (Aetna) and dental coverage (Delta Dental) that is paid 100% by the employer, a SIMPLE IRA with a 3% employer match, as well as generous paid time off and holidays.

TO APPLY:

If our work and this position sound engaging to you, please submit a **cover letter and resume** to Abi Maycock at amaycock@maineyouthcourt.org. You must submit **both** a cover letter and a resume to be considered for this position. **Applications will be accepted until the position is filled, with preference given to those received before December 20th. We hope to welcome a new Restorative Coordinator to our staff team on Tuesday February 1st. Only candidates who are invited for an interview will be contacted.**

Maine Youth Court is an equal opportunity employer. Maine Youth Court does not discriminate on the basis of gender, gender expression, gender identity, sexual orientation, race, color, sex, religion, national origin, immigration status, age, or physical or mental ability.