

Restorative Services Coordinator

Position Description

Salary DOQ

# **PRIMARY PURPOSE**

The Ombishkaa Restorative Services Coordinator (ORSC) is part of the Ombishkaa (Rising Up) program team working directly within the Restorative Services Initiative (RSI). The RSI will focus on family healing and wellness to include proactively providing supports to families that have been separated due to incarceration. The coordinator will work with family systems to provide stability and empowerment to family members affected by the criminal justice system and work towards a healing journey together. The ORSC will represent the organization at community events, develop resources, provide direct support and community and internal supportive programming referrals.

**DUTIES AND RESPONSIBILITIES**

* Facilitate members’ connections to family restorative services by assessing their needs within a family healing model
* Maintain a case load of members and provide one-on-one supportive services that lead to strengthening members and families social, and cultural connections, personal development goals, leading to mino-bimaadiziwin (good life)
* Develop family resiliency plans that are focused on culturally aligned member centered approach to setting goals and connecting resources
* Continuously evaluate and identify needs and barriers that might prevent a member from completing their goals
* Assist members in creating solution driven opportunities to overcome identified systematic barriers
* Provide ongoing support and encouragement to members as they work toward their goals
* Document barriers, progress in the internal data tracking system
* Maintain professional boundaries and provide clear communication with members, families and organizational staff
* Remain accountable to our members and follow through on organizational responsibilities including maintaining confidentiality, cooperating as a member of a team and in a professional manner, etc.
* Reach designated assigned monthly program goals and outcomes and report them as required
* Collaborate with community agencies, and organizations to identify services that support members’ development
* Represent, participate, or facilitate community meetings to provide education, support, and access to community resources
* Enter required information, such as record keeping of a member’s progression within the program, into a database
* Must be reliable, punctual, and self-motivated to work in a progressive environment, and use initiative to support program initiatives
* Participate in all training, meetings, and events as required
* Any other duties as assigned

**SKILLS/KNOWLEDGE/EXPERIENCE**

* High school graduate with a secondary education in social service field is desired
* A college degree in a social service related field will be given priority as well as applicants enrolled or pursuing towards their degree
* 2-3 years of experience working in community reentry, substance use counseling, housing/homelessness, behavioral health, or other relevant settings in a supportive mentorship role or case management role
* Demonstrated knowledge of Microsoft Office programs and the ability to use and administer various databases
* Excellent communication skills: written, verbal, and listening
* Ability to work independently and follow through on assigned tasks
* Awareness or experience navigating the criminal justice system and ICWA/CPS/FCS systems
* Experience in planning or facilitating events and activities
* Ability to relate, communicate, and respond competently and positively with an understanding of Indigenous traditions, lifestyles, and worldviews with a focus on Anishinaabe culture, or willingness to learn Indigenous worldviews and philosophies in program development and implementation

*The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.*

*Successful employment is dependent on passing a criminal background check and drug screen. We are a second chance employer and a criminal background does not preclude one from employment at NWICDC. Unsuccessful illegal drug screen and/or unacceptable criminal background outcome will result in revocation of employment offer.*

*Signed by:*

 *Employee Date*

*Approved by:*

 *Supervisor Date*

*Approved by:*

 *Executive Director Date*