

## FULL-TIME (40 hr/wk) Restorative Justice Job Opportunity

*Are you ready to make a difference in the lives of people who have been impacted by crime and victimization?*

*Do you enjoy meeting new people, listening to their stories, and supporting them in difficult times?*

*Are you interested in a flexible, full-time work schedule?*

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The Restorative Justice Program of Consensus Council is currently hiring a full-time, benefited **Victim Empathy Specialist** based in Fargo, ND. Restorative Justice seeks to restore, to the extent possible, those harmed by an offense, encourages accountability from the person who committed the offense, and promotes safe, secure, and peaceful communities.

### Tasks/Responsibilities:

1. Engage youth/families in Victim Empathy Seminar (VES) by making initial phone calls for VES registration and sending written invitations when necessary
2. Make reminder calls for registered youth and families
3. Attend all pre-scheduled virtual VES sessions to provide technical support to participants and facilitators, and provide co-facilitation support when necessary
4. Provide in-person VES sessions upon request and teach in-person VES sessions if/when the program resumes in-person classes.
5. Send Victim Notices of Apology to intended recipients
6. Send apology letters upon a victim's request
7. Engage victims referred for Restorative Conferencing by making initial phone calls to invite them to meet with a facilitator
8. Fulfill duties of the Restorative Justice Facilitator, as needed (see Restorative Justice Facilitator job description)
9. Maintain accurate records and case notes within database and digital case files

### Requirements:

- Must be 21 years old or older
- Must have a High School diploma or its equivalent
- Must have flexibility to meet with clients outside of traditional business hours, as needed
- Must have a valid driver's license and reliable vehicle with current insurance
- Must be able to pass a Child Abuse/Neglect and Predatory/Violent Offender background check
- Must be proficient in Microsoft Office and Zoom (video conferencing) technologies

### Preferences:

- Previous experience working with youth, families, and/or victims
- Lived experience relevant to justice-system involvement and/or victimization
- Lived experience relevant to systemic barriers around race, ethnicity, and/or socioeconomic status
- Functional understanding of single-point-of-entry database systems

The salary range for this position is \$36,000-\$45,000. Consensus Council is a Bismarck-based agency which provides services across the state of ND and in Clay County, MN.

To apply, please send resume and cover letter to **Elle Hilt**, [ehilt@agree.org](mailto:ehilt@agree.org). Questions? Call **701.224-0588 Ext. 4**  
Applications will be received until position(s) are filled.