Mar. 2025

CONSENSUS COUNCIL

Restorative Practices Specialist

Fargo · Part-Time (10-25hr/wk)

Consensus Council seeks a motivated **Part-Time Restorative Practices Specialist** to collaborate with local public schools and provide quality Restorative Justice services to youth, families, and school staff. Additionally, the Restorative Practices Specialist will support community-based Restorative Justice referrals made by the ND Juvenile Court system. The ideal candidate will possess strong interpersonal communication skills, cultural competence, and empathy. The candidate will need to be well-organized, adaptable, and committed to Restorative Justice principles (more info here), while also demonstrating initiative, ethical conduct, and a collaborative approach to effectively engage with diverse stakeholders and contribute to the success of the program.

This is a part-time (10-25 hr/wk), year-round position based in Fargo, North Dakota with more hours required during the school year than summer months. The hourly pay range is from $18.00- $23.00 based on experience, and provides an opportunity to set your own flexible work schedule. This position is primarily grant-funded through September 2026, with potential to extend and/or modify focus areas pending any changes in funding.

To apply, please send a resume and cover letter to Logan Ellingson, Education Coordinator, at VES@agree.org. Call 701.799.3795 with any questions. Applications will be accepted until 5:00p on Friday, March 28, 2025.

ESSENTIAL DUTIES:

Direct Service

1. Facilitate individual meetings with youth/students (and/or teachers, parents/guardians, etc. when necessary)
2. Facilitate Restorative Conferences between/amongst youth (and/or teachers, parents/guardians, etc. when necessary)
3. Coordinate restitution agreements and oversee payment process
4. Facilitate New Student, Belonging, Peacemaking and/or Re-Entry Circles with referred students
5. Co-Facilitate virtual and/or in-person Victim Empathy Seminar (VES) sessions using standardized curriculum
6. Make recommendations to school administration and staff (as needed)
7. Monitor and support completion of all Restorative Agreements and/or completion/submission of apology letters for VES
8. Communicate ongoing with school administration and staff, culturally specific professionals, and school resource officers
9. Make initial calls to victims referred by the ND Juvenile Court system to engage them in Restorative Justice services
10. Exercise Restorative Justice philosophy in all interactions with referred parties

Case Management/Record Keeping

1. Forward all referral forms to Education Coordinator for data entry
2. Ensure all required documentation is completed and saved appropriately
3. Prepare written Restorative Agreements amongst participants
4. Monitor progress and outcomes of Restorative Agreements
5. Inform students (and parents/guardians) about upcoming VES opportunities, as referred
6. Case note all relevant contacts and progress in the assigned case
7. Enter data as needed
8. Complete reports and surveys as requested by Consensus Council and/or external agencies

Communication and Engagement

1. Work closely with partner school administration and staff
2. Participate in stakeholder meetings related to school-based restorative practices
3. Participate in relevant training and meetings when invited by school staff
4. Respond to questions/inquiries about the Restorative Justice program
5. Communicate ongoing with Consensus Council team

Additional Duties

1. Participate in initial and ongoing training opportunities
2. Participate in supervisory and other agency-related meetings
3. All other duties as assigned

QUALIFICATIONS:

Requirements:

1. Must be 21 years old or older
2. Must have a High School diploma or its equivalent
3. Must have a valid driver's license with current insurance
4. Must pass a Child Abuse/Neglect and fingerprinted Predatory/Violent offender background-check
5. Must be proficient in Microsoft Office Suite (i.e. Outlook, Word, Excel, etc.) and virtual meeting platforms (i.e. Zoom, Teams, etc.)

Preferences:

1. Familiarity with Restorative Justice philosophy and practices
2. Previous experience working with youth, families, and/or those who have experienced victimization.
3. Experience working in a school environment
4. Lived experience relevant to justice-system involvement and/or victimization
5. Lived experience relevant to racial, ethnic, religious, and/or socio-economic prejudice
6. Familiarity with cloud-based CRM systems (i.e. Salesforce).

Mental/Physical/Scheduling Demands:

1. Less than 10% travel required.
2. Standard work hours to coincide with school day/regular business hours, with occasional early morning and evening availability. VES requires one Thursday evening and one Saturday morning per month, scheduled in advance.
3. May require minor physical effort such as lifting and bending. May require pushing, pulling, and/or carrying up to 15lb. occasionally/periodically.
4. Normal concentration and deadlines with occasional periods of sustained deadline pressure. Work may involve changing problems, circumstances, or demand.
5. Work potentially involves some risk to personal safety of injury, illness, or health arising from the environment or the public/clients.