Job Description

Job Title: Youth Conflict Resolution Specialist
Job Status: Exempt Part-time

STATEMENT OF THE JOB

Responsible for implementing the Peer Mediation and Restorative Justice Program, which is a school-based conflict resolution program that is coordinated in elementary, middle, and high schools. Responsibilities include, but are not limited to, overseeing student peer mediators, implementing restorative justice procedures, training student peer mediators, managing and resolving conflict with students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for the implementation and outcomes of the program
- Document student agreements and complete follow-up tasks in a timely and organized fashion
- Provide outcomes data for mediations and follow-ups
- Supervise student peer mediators during mediations
- Assess severity of cases to determine when restorative justice is needed
- Work effectively with school staff
- Assess severity of cases to determine 211/Helpline referrals and/or referrals to counselors
- Effectively manage group of students independently
- Process intakes

REQUIREMENTS

- High School Diploma/GED
- Must complete Peer Mediation and Restorative Justice Program training
- Must have reliable transportation
- Must be available during some school hours (lunch/mid-day hours)
    - September 2014 – June 2015
    - Same hours of availability each day Monday through Friday

KNOWLEDGE / SKILLS / ABILITIES

- Ability to work effectively with youth
- Excellent organizational and record keeping skills
- Ability to organize and prioritize cases
- Training and facilitation of student peer mediators
- Ability to work independently and exercise judgment
- De-escalation skills
- Problem solving skills

Apply by July 25th, 2014

Send resume to:

Mail:	Fax:	Email:
Attention: Nicole Achs	Attention: Nicole Achs	Attention: Nicole Achs
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