

Restorative Justice Program Assistant Position

Yellow Medicine County is hiring a full-time (37.5 hours/week) Restorative Justice Program Assistant. This position supports and assists individuals, children, and families with personal, social, health and economic needs through the activities of the Circle programs. Minimum requirements: Bachelor's Degree in Sociology, Psychology, Criminal Justice or related field or equivalent combination of education/training/experience. Must have a valid Driver's License. Pay range is \$29.73/hr.-\$41.15/hr. DOQ. Excellent benefits. Open until filled with the first review of applications on September 18, 2024. Send resume and county application to Human Resources, 180 8th Ave. Granite Falls, MN 56241. Application and job description available at www.co.ym.mn.gov . Inquiries call (320) 564-5841. EOE.

Restorative Justice Program Assistant



Department/ Division:	Restorative Justice
Supervisor:	Restorative Justice Director
Supervision:	Non-Supervisory
Union Status:	Union: AFSCME Courthouse
FLSA Status:	Exempt
Revision Date:	May 2023
Prepared by	DDA Human Resources, Inc.

General Definition of Work

Performs professional work in the support and assistance of clients with personal, social, health and economic needs through the activities of the Circle programs.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties and Responsibilities

Essential Functions

- A. Facilitates Circle programs.
 - A.1. Meets with youth, adults, and families to explain Circle process.
 - A.2. Assists clients with application process.
 - A.3. Schedules meetings for Circles.
 - A.4. Supports and directs volunteers.
 - A.5. Prepares and maintains files and reports.
 - A.6. Assists in the development of evaluation tools.
- B. Communicates the circle process and offers support and participation options to victims.
- C. Provides general case management, file maintenance and reporting.
- D. Maintains volunteer database and provides volunteer guidance.
- E. Develops evaluation tools and maintains evaluation data.
- F. Assists with community education.

Additional Functions

- A. Attends trainings, conferences, and seminars.
- B. Performs other duties as assigned or apparent.

Qualifications

Minimum Qualifications

- A. Bachelor's Degree in Sociology, Psychology, Criminal Justice or related field; OR
- B. Equivalent combination of education/training/experience.

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- C. Valid MN Driver's License.

Knowledge, Skills and Abilities

- A. Knowledge of the principles and practices of the criminal justice system.
- B. Knowledge of human behavior essential to working effectively with individuals and groups.
- C. Knowledge of interviewing, mediation and counseling techniques.
- D. Ability to identify social problems, needs, and assess the ability of individuals to utilize services.
- E. Ability to understand and interpret laws, regulations and policies.
- F. Ability to establish and maintain effective working relationships with clients, associates, community agencies, court personnel, law enforcement officials, volunteers and the general public.
- G. Ability to prepare reports and maintain records.
- H. Ability to effectively communicate, orally and in writing, including public speaking.
- I. Ability to work with general instructions and standard practices and procedures with supervision of progress and results.

Physical Demands & Working Conditions

- A. Work is primarily performed in an office setting. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury. Work is light duty and sedentary with ability to lift, carry or push up to 10 pounds.
- B. Will have exposure to health hazards, accidents, and angry or emotional persons.
- C. This position occasionally performs work under moderate attention to detail and deadlines.

Equipment Utilized

- A. Office equipment, computer hardware and software.

This document does not create an employment contract, implied or otherwise. The County Board, County Administrator or appropriate Elected Official retains the discretion to add duties or change the duties of this position at any time.

Yellow Medicine County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.