



# Restorative Partners

*A Safer Community Where Everyone Belongs*

**Job Title:** Mentorship Program Coordinator  
**FLSA Status:** Non Exempt  
**Supervisor:** Monique Salas, Associate Director  
**Closing Date:** 9/16/19

**Date:** 9/3/19  
**Department:** In-Custody  
**Salary:** \$18-\$22/hr

## Organizational Overview

Restorative Partners, Inc. (RP) is a nonprofit organization that transforms lives impacted by crime through healing services and relationships. We believe in accompanying and supporting anyone affected by crime on their healing journey, to be an instrument of restoration, of forgiveness, of accountability, and of reconciliation. We believe that violence is never a solution to any problem and that every person is endowed with a sacred dignity, and is capable of changing, healing, and being restored. We believe that everyone deserves to be treated with respect and dignity. We believe that we can overcome with education, love, and compassion. Agency website: [www.restorativepartners.org](http://www.restorativepartners.org)

## Job Overview

The general coordination, organization, and on-going development of an evidence-based, volunteer reentry mentorship program for high-risk offenders at SLO County Jail. Requires ongoing mentee screenings and in-reaches into the men's and women's jail, mentor training, data collection, and report writing, coordinating and supervising volunteer mentors and mentees. Requires ongoing networking and outreach for recruiting and building mentor pool. All work is done with an understanding and practice of a restorative justice approach to internal and external, employee and partner relationships.

## Essential Duties & Responsibilities

- Works hand in hand with RP's Associate Director to operate and expand formal reentry mentorship program
- Meets regularly with RP program team and Associate Director.
- Creates strategies and builds an outreach network to recruit mentors
- Conducts weekly "reach-ins" and mentee orientation sessions at County Jail
- Screens mentees who are still incarcerated to ascertain suitability for the program.
- Conducts Pre-Release Mentee preparation meetings.
- Arranges for in-person mentor/mentee match meetings with mentoring pair to create agreements, discuss goals and expectations, and commit to working together for one year.
- Oversees mentoring relationship while mentee is still incarcerated as well as post-release for up to one year.
- Creates 4-5 mentoring matches per month.
- Maintains a caseload up to 50 mentoring matches per fiscal year.
- Maintains consistent check-ins and follow-up meetings with matched mentors and mentees
- Collects monthly documentation concerning mentor/mentee meetings and all mentee contacts for reporting out to funders
- Creates detailed case notes in the mentoring database (Access), and keeps the database current and accurate
- Creates monthly Access reports and narrative for Sheriff's Office

- Creates program marketing and correspondence materials
- Oversees mentor gatherings, training, workshops, and one on one mentor support
- Plan, organize and facilitate educational workshops, additional training, outings, and community events for program participants
- Represents agency and educates the public about mentoring through participation in designated County committees and commissions
- Participates in public speaking events in order to continually expand the pool of volunteer mentors
- Communicates regularly with probation officers, custody staff, RP Reentry Team, and RP In-Custody Team to share information as needed regarding clients
- Makes referrals to services: Drug and Alcohol, County Mental Health, Sober Living Homes, Shelters or other programs such as legal advice or employment services when applicable
- Collaborates with RP Recovery Homes to assist residents with securing an appropriate mentor
- This position works under the direct supervision of the Associate Director. It will require some evening and weekend work

#### **Other Duties and Responsibilities**

- May assist with quarterly agency orientation training
- Other projects or duties as directed by the Supervisor and the needs of the organization

#### **Knowledge, Skills, Talents, & Abilities**

- Must be flexible and have an understanding of the needs of people in recovery from addiction
- Experience assisting those formerly incarcerated and/or other marginalized populations
- Strong verbal and written communication skills
- Ability to meet target goals in a timely manner
- Ability to maintain security clearances in all institutional settings.
- Experience working with diverse populations.
- Ability to consistently demonstrate compassion, empathy, professionalism, and accountability.
- Proficiency in the use of computers, common office equipment (fax, copier, printer, multi-line phone, scanner, etc.), and software systems including Microsoft Office Suite (Outlook, Word, Excel, Powerpoint) and Google Suite (Drive, Sheets, Docs, Calendar, etc.).

#### **Education and/or Experience**

- A Bachelor's Degree and a minimum of one year experience in the social service or criminal justice field
- Bi-lingual (preferred)
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#### **Certificates, Licenses, Registrations**

- Trauma-Informed Training (preferred)
- Motivational Interviewing Training Certification (preferred)
- Restorative Justice Practice (preferred)

#### **Benefits:**

Health Insurance  
 Life Insurance  
 Dental and Vision Insurance  
 Phone Stipend  
 Mileage reimbursement  
 Vacation  
 Sick Leave