

## **Restorative Justice Volunteer Facilitator Responsibilities**

### **Restorative Justice Program Description**

The Restorative Justice (RJ) program will provide access to restorative practices and tools to meaningfully resolve concerns, as an alternative option to resolve concerns (e.g. disputes, discrimination complaints, employee relations, etc.) to sustain a positive working environment for a diverse workforce.

Participation in the RJ program is voluntary. Individuals with concerns will be invited to consult with an RJ Volunteer Facilitator and participate in restorative conferences as an alternative means of resolution. The intention of the RJ program is to build community among employees, foster trust, improve communication, and respond to concerns, with an emphasis on peer support and social responsibility.

### **Responsibilities:**

- Facilitate dialog between two or more individuals with concerns
- Conduct intake assessments for Restorative Conferences and Circles (w/support of assigned HR staff)
- Assessing the needs of participants
- Assessing the risks of participation with participants and the community
- Contacting participants to arrange in-person or virtual meeting(s)
- Assessing participants' readiness to participate in the RJ process
- Liaison with the RJ Human Resources Lead
- Preparing participants to engage in direct or indirect communication
- Facilitating restorative conferences
- Providing unbiased support to all individuals participating in RJ processes
- Adhering to data protection by using secure methods to send and receive personal data
- Participate and contribute to RJ Facilitator required program meetings

### **Type of Monthly Restorative Community Building Activities that RJ Facilitators will facilitate:**

- Restorative Justice Circles
- Community Building Circles
- Peer Circles
- Entry/Re-Entry Circles
- Peacemaking Circles (Conflict Resolution)
- Circle of Support and Accountability Circle (includes Admin, Staff, Family, Student, Peer, Campus Supports etc.)

### **Expectations**

RJ Facilitators will:

- Attend and participate in monthly meetings
- Complete assignments for the RJ program during working hours
- Attend all RJ Volunteer Facilitator training(s)