



Offender / Victim Ministries, Inc.

900 N Poplar • Suite 200
Newton, KS 67114
(316) 283-2038
www.offendervictimministries.org

Job Description: Program Director for Community Justice Programming

Position Summary: Administer all functions of OVM's Community Justice Programming department, including Restorative Conferencing, Neighborhood Accountability Boards, and Parent-Adolescent Mediation. Work in collaboration with Director of McPherson County IIP, Volunteer Coordinator and Executive Director.

Responsibilities

- *Program Development:* Cultivate ideas for program direction and activities resonant with OVM's larger vision and mission. This will involve collaborative goal setting, planning, implementation and evaluation in collaboration with Executive Director.
- *Administration:* Perform or delegate the administrative duties necessary for smooth program operation. This involves thoroughly documenting client interactions and services provided, tracking client participation, upholding and reviewing policy and procedure, maintaining program certification, communicating with referral sources, reporting for grant requirements and renewal, establishing and maintaining methods for data collection and analysis, and regularly contributing to Board reports.
- *Client Engagement:* Provide direct services to clients, including assessment and orientation to department programming and policies. Other duties include group facilitation, individual client check-ins, and referral to other services.
- *Victim Contact:* Represent victim's point of view throughout restorative processes. This involves ensuring designated staff attempt contact with all victims at the start of the restorative process, and that contact is maintained with victims in all instances where they indicate willingness.
- *Volunteer Engagement:* In collaboration with Volunteer Coordinator, engage program-specific volunteers. This involves initiating and maintaining recruiting relationships (individuals and communities), screening volunteer applicants, orienting and training new volunteers, attending regular in-service trainings, matching clients and volunteers, resolving problems between volunteers and clients, and evaluating volunteer performance.
- *Collaboration & Outreach:* Promote OVM and its programming by contributing to agency newsletters and presenting on Community Justice Programming and/or issues related to restorative justice within the community. Assist with department fundraising efforts, including some grant writing and reporting. Maximize community coordination, accountability, and service delivery by communicating with referral sources and attending community meetings.
- *Other:* Participate in other office functions as requested, such as regular staff meetings and OVM promotional events.

Work Status: Part Time (25 hours/week); flexible schedule with provisions for accommodating diverse client schedules, and staggered office staffing for coverage purposes.

Salary: Commensurate with experience

Reports to: Executive Director

Qualifications

- Bachelor degree in restorative justice, conflict resolution, social work, psychology, or criminal justice preferred
- Experience as a group facilitator; Kansas Supreme Court approved mediator preferred
- Ability to work with people from diverse backgrounds
- Ability to exercise compassion and accountability with both clients and volunteers
- Demonstrate sound professional judgment and decision-making skills
- Experience leading program development
- Excellent verbal and written communication skills, public speaking experience preferred
- Strong organizational skills and attention to detail
- Strong interpersonal skills
- Commitment to restorative justice
- Willingness to work evening and daytime hours as necessary

Offender/Victim Ministries, Inc. is an Equal Opportunity employer. Applicants are considered without regard to race, color, religion, creed, national origin, age, sex, gender, marital status, sexual orientation and identity, genetic information, veteran status, citizenship, or any other factors prohibited by local, state, or federal law.