



**POSITION TITLE:** Manager of Restorative Justice & Workforce Development (Full-time)

**RESPONSIBLE TO:** Chief Executive Officer (CEO)/ President

**JOB DESCRIPTION:** The Manager of Restorative Justice and WFD is a strategic problem-solver who identifies and provides appropriate solution options to the co-managers of the organization by managing day-to-day program activities under the restorative justice and workforce development grants. Responsible for the start up, research and implementation of all the leadership, street outreach, Reentry and Reintegration programs such as the following programs but not limited to Latina Re-entry, IL Re-entry, SOS Program, CYSC all workforce development. Managing and delegating to a team of subordinates, working directly with the Program Director and/or CEO to coordinate and plan services, supports grant funding and fundraising initiatives. Daily oversees department program initiatives and conducts evaluations in each program. Supports departments with maintaining audit ready program report records and providing weekly internal reporting. Areas of responsibility also include, but not limited to; contract compliance, community relations, and marketing. The Manager will also oversee all court mandated community members requiring community hour services.

**DUTIES AND RESPONSIBILITIES:**

- Adhere to the Mission, Core values and Vision of Envision Community Services (ECS)
- Communicate job expectations; planning, monitoring, appraising and reviewing job contributions.
- Plan and review compensation actions; enforcing policies and procedures
- Contribute operations information and recommendations to strategic plans and reviews; prepare and complete action plans; implement production, productivity, quality and customer-service
- standards; resolve problems; complete audits; identify trends.
- Manage relationships with partnering organizations within your programs.
- Delegate leads and/or supervisors with daily tasks and administrative responsibilities.
- Develops and coordinates education, training for staff and participants services.
- Complies with all aspects of agency contracts, including regulations, policies and budgets
- Provides Fiscal support for the programs to ensure correct documentation, and requests are being recorded correctly and reporting as necessary.
- Involved in planning, supporting, and executing on fundraisers and major public events. Engages in public relations and marketing activities that promote the mission of Envision Oversees all court mandated community members and services.
- Maintain records of all community service hours and attend required meetings with partners.
- Accepts responsibilities of being a mandated reporter and acts in accordance with policies.
- Maintain records of all relevant projects, policies, invoices, and other delegated records





- Follow safety measures in all ECS activities.
- Maintains knowledge in current field by attending seminars, workshops and in-service.
- Maintains Financial Audit ready binders for all Workforce Development programs.
- Engages in public relations and marketing activities that promote the mission of Envision.
- Develops sponsored project proposals in compliance with sponsor guidelines.
- Initiates the routing and obtains appropriate approvals prior to proposal submission from Supervisors.
- Maintains files on all activities including information regarding client referrals and follow-ups.
- Conduct file audit accountability for all programs.
- Conducts presentations, research, and outreach to promote opportunities such as, internship, and job opportunities.
- Supports Human Resources in interviewing and onboarding new staff members, dispute resolution, evaluations, and compliance with all appropriate mandates including creating interview questions.
- Works with leads to devise job development strategies.
- Maintains files on all activities including information regarding client/ participants referrals and follow-ups.
- Leads projects to contact prospective employers to determine needs and explains services.
- Conducts presentations, research, and outreach to promote regular customer attendance, internship, and job opportunities.
- Hosts and facilitates both in-person and virtual information sessions for teams as needed.
- Provides choices for teams and guides them in making positive decisions.
- Experience using virtual meeting platforms and webinar software strongly preferred
- Maintains all program data required records and all relevant projects, policies, invoices, and other delegated records.
- Ensures accurate and timely effort reporting for project personnel.
- Discloses conflicts of interest when required.
- Ensures integrity of project.
- Engages in all ECS organizational/program fundraising efforts as required (i.e., annual gala working event or assigned)
- Assists and develops job readiness training.
- Works with customers to devise job development strategies.
- Maintains files on all activities including information regarding client referrals and follow-ups.
- Stays current on employment and training trends by collaborating with subject matter experts to develop/enhance training plans and strategies that align with business needs in healthcare and manufacturing.
- Contacts prospective employers to determine needs and explains services.





- Conducts presentations, research, and outreach to promote regular customer attendance, internship, and job opportunities.
- Hosts and facilitates both in-person and virtual information sessions.
- Matches screened and qualified customers to relevant training after funding has been secured.
- Secures employment verifications.
- Performs follow-up with youth and employers after placement, including work site visits. Provides choices for customers and guides them in making positive decisions.
- Follows safety measures with customers indoors and outdoors.
- Performs work site visits as needed.
- Performs other duties as assigned.

#### **QUALIFICATIONS:**

- Bachelors' degree or higher preferred/equivalent experience in management considered
- Experience in supervision of staff and customers.
- Proficiency in computer applications.
- Excellent communication skills.
- Tech skills and virtual management.
- Bilingual/bicultural (Spanish) desired.
- Access to a vehicle and valid Illinois Driver's License required.
- Willingness to travel and work flexible hours required.
- Effective time management for both oneself and others, along with adaptability, is imperative for the successful delivery of job responsibilities.

#### **GENERAL REQUIREMENTS:**

Staff shall be able to demonstrate the skill and competence necessary to contribute to each youth's physical, intellectual, personal, emotional, and social development. Factors contributing to the attainment of this standard include:

- Emotional maturity when working with youth and adults; Cooperation with the purposes and services of the program; Respect for youth and adults;
- Flexibility, understanding and patience;
- Physical and mental health that do not interfere with customer work responsibilities;
- Good personal hygiene;
- Frequent interaction with customers, business partners, and funding sources;
- Listening skills, availability and responsiveness to customers and management;
- Sensitivity to customers' socioeconomic, cultural, ethnic and religious backgrounds, and individual needs and capabilities;
- Use of positive discipline and guidance techniques
- Ability to provide an environment in which customers can feel comfortable, relaxed, happy and involved in education, recreation, and other activities.

#### **OTHER REQUIREMENTS:**

- Must be able to travel to other locations as necessary
- Must be able to lift and move storage boxes and office supply materials





- Must be able to spend long hours sitting and using office equipment and computers
- Must be able to operate in an environment where interruptions can frequently occur

**REQUIRED SCREENINGS/CHECKS/TRAININGS:**

1. Drug screen
2. Mandated Report
3. Background Check
4. Fingerprinting
5. Driver's Record
6. Sexual Harassment Training
7. Non-disclosure Agreement
8. Any other internal trainings brought by ECS

**EEO STATEMENT**

Our organization is committed to providing equal employment opportunities to qualified individuals with disabilities. When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. This may include providing reasonable accommodation where appropriate for an otherwise qualified individual to perform the essential functions of the job. ECS and subcontractors are committed to a policy that provides equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, religion, national origin, ancestry, age, marital status, pregnancy, medical condition, including genetic characteristics, physical or mental disability, veteran status, gender identification and expression, sexual orientation; and to making all employment decisions so as to further this principle of equal employment opportunity.

**SALARY/BENEFITS:**

- Health benefits available
- Depends on experience starting at \$24 per hour (FTE)

**OTHER:**

ECS is an "At-Will" employer and reserves its rights to practice as such. ECS can terminate your employment at any time, for cause or without cause. Your employment at ECS is at-will employment. No supervisor, manager or other representative or employee of ECS, other than the President/CEO, and then only in writing signed by him/her, has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

I have read and understood the job duties and responsibilities for this position and acknowledge the job description as presented

Name: \_\_\_\_\_

(Print of Name )

Date: \_\_\_\_\_





Name: \_\_\_\_\_  
(Signature of Name)

Date:

Name: \_\_\_\_\_  
(HR Signature)

Date: \_\_\_\_\_