

ASSOCIATE DIRECTOR
Office of Restorative Justice, Pastoral Center

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

The Office of Restorative Justice strives to provide pastoral care and healing to those affected by crime: to victims, the incarcerated and the families of both. This Office is under the Department of Life, Dignity and Justice and is currently accepting resumes for the position of Associate Director of Restorative Justice.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Recruit, train and place volunteers in the victims / survivors ministry and ministry to families of the incarcerated.
- Maintain a data base of volunteer leaders and volunteers who minister to victims/survivors and families of the incarcerated.
- Facilitate quarterly planning meetings with the Volunteer Core Team for Ministry to Victims/Survivors.
- Organize Days of Healing/Retreats for families affected by violent death.
- Offer bi-annual trainings for the PMFP Specialization in Ministry to Survivors of Homicide.
- Develop a CMFP Specialization in Ministry to Survivors of Homicide.
- Help plan and organize Annual Lenten Prayer Vigils/Masses in every vicariate for those affected by violence.
- Expand and facilitate a ten week "Journey" support group for those grieving from a violent death.
- Network with the DA's Office, the Victim's Assistance Program and other agency/community resources for victims of violence.
- Develop support groups in different parts of our Diocese for families of the incarcerated.
- Serve as a resource for the Regional Manager of "Get on the Bus."
- Receive training for the Victim Offender Education Group (VOEG) so as to help facilitate and expand this ministry in our Detention Centers.
- In collaboration with the Director of Restorative Justice, help organize the annual appreciation for all Restorative Justice Ministry Volunteers.
- Attend monthly office meetings and quarterly department meetings.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Master's degree required in pastoral ministry, spirituality, counseling, social work, philosophy or a related field.
- Skill and experience in organization, communication and supervision.
- Knowledge and experience with a "restorative justice" model of ministry.
- Experience and demonstrated aptitude in ministering to victims/their families, and offenders/their families.
- Knowledge and experience in grief work.
- Bilingual (English/Spanish) preferred.
- Must be a Roman Catholic with knowledge of Catholic Church organization and with commitment to Gospel values and hold a consistent life ethic.
- Must be available to work evenings, weekends and flexible hours.
- Must have reliable transportation and be willing to travel throughout our two large counties.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please forward your resume to:

Attention: Maria Harkin, Diocese of San Bernardino, 1201 E. Highland Avenue, San Bernardino, CA 92404

Email: employment@sbdioocese.org or fax to: 909-475-5189