

Job Description Section

APPENDIX 1 –JOB DESCRIPTIONS

1. Site Director

The Site Director is responsible for developing, implementing, and expanding the goals of the Violence Interruption program at the site level.

The Site Director must meet the following criteria:

- Proven successful track record in project and staff management
- Familiarity with _____ communities
- Experience in community-based mobilization
- Experience in development of violence prevention/reduction strategies
- Ability to represent the program effectively
- Ability to promote program to local media, politicians, and funders
- Ability to articulate program's goals and philosophy
- Understanding of the CVM and the health approach to violence prevention/intervention

Core Competencies:

- Program development and management
- Public speaking
- Violence prevention efforts
- Verbal and written communication
- Mediation and resolving group conflicts
- Grant writing and resource development
- Community development and organizing

Responsibilities:

- Attend Monthly Implementation Meetings
- Submit monthly reports to Grand Rapids OPA
- Communicate with Grand Rapids OPA concerning all planned activities
- Develop a Plan of Action for site improvements
- Develop a strategic plan to implement the CVM in target community
- Management/Accountability of all site staff including Outreach Supervisor, Violence Interrupters and Outreach Workers

- Management of all components of the CVM
- Community Mobilization – ensuring that all target communities develop a coalition made up of key stakeholders to implement violence prevention strategies
- Outreach – Oversee the development and implementation of all outreach activities, including recruitment and training of outreach staff (this does not include OPA or Cure Violence training)
- Public Education – Responsible for coordinating the development and production of program materials to be distributed in the communities
- Faith-based Leadership – Oversee the coordination of clergy recruitment efforts
- Foster partnerships with other Community-based organizations to gain support for shooting responses and other Violence Interruption activities
- Oversee and implement technical assistance to target communities
- Represent site at conferences, governmental events, and other venues (as needed)
- Other duties as assigned

Qualifications:

- BS/BA in either Human Service, Sociology, Social Work, or similar field is preferred
- Excellent communication and demonstrated writing proficiency
- Ability to provide program oversight and direction
- Ability to collect and interpret data to measure outcomes and identify areas of opportunity.
- Experience and/or training in crisis intervention and staff supervision
- Valid driver's license, insurance, and good driving record

2. Site Supervisor

Responsible for overall supervision of Outreach Workers and Violence Interrupters. Site Supervisor assigns daily canvassing schedules and monitors database input.

Responsibilities:

- Plan the day-to-day and week-to-week activities with and for the outreach staff
- Plan and hold daily meetings to review current shootings and assess what additional interventions are needed
- Connect with additional resources from neighboring communities (e.g., gang mediation assistance) to get needed support, when necessary
- Supervise staff of outreach workers, including daily communication with each staff member
- Outreach to the community to build strong relationships with youth, residents, businesses, and community groups
- Coordinate interview panels to hire outreach staff
- Attend _____ weekly supervision meetings every week as set by the _____
- Advocate for youth through court testimonies, when necessary
- Increase staff visibility when shootings/killings take place (developing networks with other outreach program workers to coordinate an inclusive and immediate strategic response)

- Explore the causes of shootings/killings to assist in mediating situations and preventing retaliation between individuals and groups (working with the community, outreach programs and local law enforcement to gain information that may be helpful in preventing additional killings)
- Identify and diffuse “hot spots” for shootings and violence (conducting visual surveys with residents and community organizations to identify areas frequented by potential offenders)
- Attend and participate in meetings with community outreach workers and agencies providing opportunities, to discuss recent situations and coordinate efforts collectively to stop the killing
- Facilitate violence prevention and life skills workshops in local schools, parks, and community organizations
- Document detailed client case notes and overall coordination of all staff reports
- Other duties as assigned

Qualifications:

- High School diploma or GED, plus four years of experience in youth development, violence prevention, and case management
- Extensive experience working with at-risk youth and adults.
- Excellent communication and demonstrated writing proficiency
- Experience and/or training in crisis intervention and staff supervision
- Valid driver’s license, insurance, and good driving record preferred

3. Violence Interrupter

Violence Interrupters provide conflict mediation services within the designated target area. Violence Interrupters are expected to work 40 hours per week according to site specific hours.

Responsibilities:

- Detect potential shooting events and identify individuals at highest risk of involvement in a shooting or killing
- Formulate action plans to resolve conflicts
- Develop relationships with all key individuals and meet with them on a daily basis
- Coach individuals on how to handle stressful events without shooting
- Mediate conflicts between individuals and/or groups
- Prevent retaliatory violence before it occurs
- Inform and train individuals and groups on specific strategies to bring about behavior change
- Maintain all required documentation within designated database
- Keep daily log documenting all efforts as required in the database
- Attend daily briefings and debriefings
- Attend weekly team meetings
- Submit all required documents and reports as scheduled by _____
- Other duties as assigned

Qualifications:

- High School diploma or GED is desired

- Four years of experience in youth development, violence prevention, and case management.
- Extensive experience working with at-risk youth, and adults.
- Excellent communication and demonstrated writing proficiency

3. Outreach Worker

Responsible for managing a case load of 15-20 participants to reduce risk and change behaviors. Outreach Workers are also responsible for connecting participants to resources.

Responsibilities:

- Do all that is required to prevent shootings in assigned community, including:
 - Build relationships and trust with the community, high risk and key individuals
 - Create a *Risk-Needs-Resilience (RNR) Assessment* with participants to identify goals, objectives, actions steps, and target dates
 - Bring awareness to the community about violence reduction efforts
 - Notify the Violence Interruption team on incidences of potential violence
 - Work to intervene in circumstances in which violence is likely, including possible retaliation
 - Obtain information surrounding the causal factors of a shooting
 - Call for assistance when situations require it
- Full participation in Cure Violence, which includes:
 - Anticipate and respond to Site Supervisor's requests and needs
 - Meet with Site Supervisor regularly to receive and share updates and information regarding the work
 - Working as a member of a team – work together to ensure that shootings are reduced
 - Conduct outreach activities with the community to build strong relationships with youth, residents, businesses, and community groups
 - Identify youth who are at-risk for joining gangs and implement effective case management activities to aid in solving current problems and preventing future ones
 - Link individuals to services and opportunities in the community (job programs, GED, drug treatment, and mentoring)
 - Advocate for youth in court, when necessary
 - Participate in organizing responses to shootings and increase visibility when shootings/killings take place, including developing networks with other outreach program workers to coordinate an inclusive and strategic response
 - Understand the causes of shootings/killings to assist in mediating situations and preventing retaliation between individuals and groups (working with the community, outreach programs and local law enforcement to gain information that may be helpful in preventing additional killings)
 - Identify “hot spots” for shootings and violence (conducting surveys with residents and community organizations to identify areas frequented by potential offenders) and provide documentation
 - Document shootings and other acts of violence prevented
 - Respond to shootings in other communities, when necessary
 - Document detailed client case notes
 - Other duties as assigned

Qualifications:

- High School diploma or GED, or equivalent combination of education and experience
- Experience working with at-risk youth and adults.
- No pending criminal cases or prior convictions for sexual assault, child abuse or domestic violence

- Excellent communication and demonstrated writing proficiency
- Experience and/or training in crisis intervention
- Knowledgeable of community resources and access points into services
- Valid driver's license, insurance, and good driving record preferred