



CASA/Youth Advocates, Inc.
COURT APPOINTED SPECIAL ADVOCATES

Community Violence Intervention Coordinator

(Full-time, 40 hours per week)

Community Violence Intervention Coordinator position provides full-time support for new Coordinated Community Violence Intervention project for the city of Chester. Position will use a Collaborative Leadership approach to coordinate between multiple partner organizations providing direct services for the prevention education, intervention, and crisis response, as well as additional stakeholders in the project, including schools, health systems, law enforcement, and others. Position is responsible for oversight of initial planning process that will include organizational structure of the project both within CASA and with coalition partner agencies.

Position requires excellent leadership skills, time management and prioritization skills and ability to multi-task and manage projects and progress towards goals. Attention to detail and excellent written and verbal communication skills are important. Must be able to manage confidential information. Familiarity with City of Chester and with violence prevention or interruption services is preferred. Experience with Pennsylvania Commission on Crime & Delinquency (PCCD) funded projects and experience utilizing Egrants is a plus. Ideal candidate would possess high level people skills, organizational ability, and adaptability.

REPORTS TO: Executive Director

QUALIFICATIONS: Experience with human services, project management, program implementation and evaluation. Special consideration given to candidates with personal experience with community violence and navigating systems and services. Must be 21 years of age and have a valid driver's license and reliable transportation. Must be proficient with Microsoft Office Suite, including Word, Excel, and Outlook. Criminal, FBI, and Child Abuse background clearances will be conducted.

- Experience with supporting multi-agency initiatives and multi-disciplinary teams
- Ability to work collaboratively with multi-disciplinary professionals and community members
- Ability to organize, coordinate, and support group projects including multiple systems and agencies
- Fluency in data collection and analysis, database and tracking systems, and familiarity with program evaluation

- Ability to communicate clearly and effectively with a wide range of individuals, including victims and representatives of stakeholder agencies to work towards common goals
- Ability to speak to large groups and to high level government officials and community members with ease
- Ability to develop written and oral communications and presentations
- Experience in and knowledge of violence prevention and intervention efforts, the criminal justice system, and dynamics and issues related to community violence
- Ability to use a variety of technology including Microsoft Office Suite: Word, Excel, Access, PowerPoint and Outlook, CASA case management software Optima and other databases used by the agency

WORK HOURS AND BENEFITS: This is a full time, 40 hour position which allows for some flexibility in hours and minimal work-from-home opportunities. Travel expected to partner and stakeholder organizations. Benefits include 90% coverage of health insurance premiums, life insurance, short- and long-term disability coverage, generous PTO package, and 403b eligibility with employer match after one year of employment.

Responsibilities & Duties include, but are not limited to, the following:

- Organizes and maintains coalition of Chester-based partner agencies to facilitate coordination of direct services and education for violence prevention and interruption.
- Establishes and maintains meeting structure and communications plans and platforms for coalition.
- Identifies and serves as coordination point of contact for additional stakeholders, including school district and charter schools, law enforcement, other human services agencies, government officials, and others. Builds and maintains relationships with government and community leaders in City of Chester.
- Ensures compliance of all partner agencies with all Pennsylvania Commission on Crime & Delinquency (PCCD) grant requirements.
- Coordinates the financial and program reporting of all partner agencies on a quarterly basis; review, aggregate and submit all necessary reporting to PCCD via egrants.
- Serves as point of contact for PCCD and maintains current knowledge of all PCCD requirements and standards.
- Coordinates closely with Voices for Children Advocacy Director to facilitate integration of the project into systems advocacy work.
- Works with contracted accountant and bookkeeper to oversee invoicing and reimbursements for the project with coalition agencies.
- Works with coalition to identify its action objectives, define measures of success, and supports the development of individual and shared work plans for partner agencies.
- Facilitates and conducts regular meetings of partner agencies and key stakeholders to discuss and monitor progress on project and address obstacles towards progress. Sets agendas for meetings, records and distributes meetings, and follows up regarding action items.

- Facilitates information and resource sharing and identification of areas of overlap, as well as service gaps, among coalition members to promote the provision of high quality and comprehensive multi-system services and interventions.
- Maintains up-to-date professional knowledge on community resources, coalition initiatives, and research and evidence-based practices regarding violence prevention and interruption. Identifies and attends training/workshops/presentation to enhance this knowledge and keeps coalition agencies updated on upcoming trainings available.
- Develops protocols for interagency communication, including developing templates for partnership agreements and memorandums of understanding between organizations.
- Works with schools and community organizations to identify potential children and youth to refer for services and helps to facilitate referral and implementation of services.
- Assists partner agencies with data collection and analysis regarding implementation of services. Aggregates data for analysis of impact of coalition project. Works with consultant or data analyst to conduct program evaluation and recommend improvements to enhance services or aid data collection.
- Works with website and database designer to capture and incorporate violence prevention and intervention datapoints into Voices for Children database.
- Works with website designer to provide content for Voices for Children website related to violence prevention and intervention, including keeping up-to-date information about landmark and current research, reference materials, news articles, as well as recommending reading and viewing lists.
- Works with marketing team to develop and maintain channels for coalition and community communications and to develop education and public awareness materials for the coalition's efforts.
- Maintains a calendar of events and activities of coalition agencies and stakeholders and solicits participation in those events where there is an opportunity to increase public awareness about the coalition's projects or generate support for goals and objectives.
- Makes presentations and participates in the activities and events of partner agencies as needed to promote and support the coalition's goals and objectives.
- Develops, maintains and ensures access to resource directory of Chester-based organizations providing services related to violence prevention, education, and intervention.
- Identifies and participates in other relevant task forces and working groups in the City of Chester and/or related to violence prevention and intervention.

Position is funded by Pennsylvania Commission on Crime and Delinquency 32-month Coordinated Community Violence Intervention grant. Salary range is \$65,000-75,000 annually, plus benefits as outlined above.

Employment is conditional on outcomes of FBI fingerprint clearance, Pennsylvania Child Abuse History clearance, and Pennsylvania State Police background check.

CASA Youth Advocates serving Delaware and Chester Counties does not discriminate on the basis of race, color, religion (creed), gender, sexual orientation, gender identity or expression, age, national origin (ancestry), disability, marital status, or military status, in any of its activities or operations.