



## **Job Announcement:** **Intervention Coordinator**

### **JOB DESCRIPTION:**

This position is responsible for the supervision and coordination of intensive case management and mentoring services provided by Pathways, a youth violence prevention/intervention program of Youth ALIVE! that provides intensive follow-up services to youth who have been involved with Alameda County's Juvenile Justice Center and youth at risk for violence attending various Oakland schools. This position is also responsible for quality assurance, data management, program reporting and resource development for the Intervention Department and related services.

### **ABOUT YOUTH ALIVE!:**

Our programs engage in violence prevention, intervention and healing. **Prevention:** Teens on Target (TNT) – TNT trains high school students and young adults from neighborhoods with high levels of violence to be Peer Educators. Advocacy - Our staff and youth leaders work with civic, state and federal leaders to design and pass sensible policies that reduce violence. National Network -The National Network of Hospital-based Violence Intervention Programs (NNHVIP) brings together over 30 member programs to share knowledge, collaborate, affect policy change, and nurture emerging programs. **Intervention:** Caught in the Crossfire (CiC) – CiC is a hospital-based peer intervention program designed to promote positive alternatives to violence and to reduce retaliation, re-injury and arrest. Violence Interruption - Our Violence Interrupters take to the most dangerous streets at the most dangerous times of night to engage young people, to diffuse tensions, mediate conflicts and encourage alternatives to violence. Pathways - Mentorship program that helps young people make the transition back home from incarceration, back into school, and back into stability. **Healing:** The Khadafy Washington Project (KWP) – KWP provides critical response to family and friends of homicide victims in order to prevent retaliation and promote healing. START – Using and disseminating our Screening and Tool for Awareness and Relief of Trauma. Counseling – Counselors provide community-based mental health services in collaboration with the frontline staff of our other programs. Our goal is to assist each client in creating their own roadmap to healing.

### **JOB RESPONSIBILITIES:**

#### **Program Coordination**

- Manage referral process with partners, conduct initial assessment, and assign clients to appropriate caseloads;
- Day-to-day supervision including documentation & bi-weekly case reviews with 3 Pathways Intervention Specialists;
- Monitor staff caseload sizes and levels of service needed;
- Attend and participate in collaborative meetings regarding service coordination, such as school Coordination of Service Team (COST) and Trauma Recovery Center meetings;
- Collaborate and maintain relationships with Juvenile Justice, School-Based and Victim-Serving institutions and providers;

- Assist in preparing program reports to funders;
- Manage petty cash for client-related expenses and administer client stipends.

#### Staff Training & Support

- Conduct individual case conferencing with Pathways staff;
- Accompany Pathways Intervention Specialists on field work as needed in order to provide assistance, give guidance/feedback and to assess performance;
- Conduct annual staff performance reviews & assist staff with professional development plans;
- Meet regularly with direct reports to provide individual support and guidance regarding case plan implementation;
- Facilitate field training of all newly hired Pathways Intervention Specialists;

#### Data Management and Quality Assurance

- Support and oversee consistent and accurate documentation of services in electronic databases and paper files;
- Maintain referral logs;
- Manage and conduct data entry into several online databases;
- Prepare and analyze daily, weekly, monthly and quarterly reports for internal and external purposes;
- Alongside other senior staff, conduct file reviews for Caught in the Crossfire and Pathways cases for quality assurance purposes;
- Assist with identifying and tracking Victim Compensation application information;
- Participate in, and help oversee, Medi-Cal Administrative Activities time and mileage tracking;

#### Resource Development

- Assist in researching, developing new, and maintaining current relationships with community service providers to secure additional resources for program participants;
- Develop relationships with employment providers;

#### Other

- Attend bi-weekly all-staff meetings;
- Participate in violence prevention efforts with other providers as assigned;
- Represent Youth ALIVE! to the media, public officials, community leaders, etc. on strategies to prevent gun violence and improve services to youth;
- Other responsibilities as assigned by supervisor;

#### **Qualifications:**

- Strong case management experience required (minimally 5 years);
- Experience with case conferencing;
- Strong documentation and/or written and oral skills;
- Demonstrated commitment to working with youth;
- Knowledge of urban youth issues, specifically youth violence;
- Demonstrated ability to work independently and as part of a team;

- Ability to take constructive criticism and work well with supervision;
- Ability to work well with diverse populations;
- Punctual & extremely reliable;
- Highly organized and detail-oriented;
- Must be able to present self and program in a professional manner;
- Flexibility to work some evenings & weekends;
- Ability to work in stressful situations;
- High School Diploma or GED required; B.A. or B.S. preferred;
- Must have reliable car, vehicle insurance, and DMV clearance;
- Applicants with personal experience in overcoming violence/ violence-related injuries/ the criminal justice system are encouraged to apply.

**SALARY AND BENEFITS:** Salary DOE. Competitive salary and benefits package for a full time non-exempt position; occasional nights and weekends required. Benefits include: Medical/Dental/Vision/Vacation/Sick Leave/Retirement/Professional Development/Educational Reimbursement. Equal opportunity employer. Applicants with experience in law enforcement and/or formerly incarcerated/juvenile justice involved are encouraged to apply. Applicants with personal experience of violence exposure encouraged.

**TO APPLY:** Please send cover letter and resume by email to [jobs@youthalive.org](mailto:jobs@youthalive.org). Please include your name and "Coordinator" in the subject line and all attachments and include your salary requirements in the cover letter. Only complete applications (a cover letter and resume with name in subject line) will be reviewed.

Youth ALIVE! welcomes and actively seeks diversity in all its forms in our workplace.

**Youth ALIVE! is an equal opportunity employer.**

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