



PREVENTING VIOLENCE
AND DEVELOPING
YOUTH LEADERS

Khadafy Washington Project **Program Coordinator**

YOUTH ALIVE! BELIEVES THAT URBAN YOUTH HAVE THE INNATE CAPACITY TO STOP THE VIOLENCE PLAGUING THEIR COMMUNITIES. EVERY DAY, WE NURTURE LEADERSHIP AND LIFE SKILLS OF YOUNG PEOPLE AFFECTED BY VIOLENCE, IN OAKLAND AND THROUGHOUT THE U.S., BECAUSE ADDRESSING THE ROOT CAUSES OF VIOLENCE SAVES LIVES.

Youth ALIVE!'s programs are: Caught in the Crossfire, a crisis response and intensive case management program for youth and young adults hospitalized with violent injuries, Teens on Target, a school-based peer education, leadership and advocacy program, and the Khadafy Washington Project(KWP), a homicide crisis response and support program.

Job Description: This position is responsible for the coordination and administration of intervention and follow-up services provided by *Khadafy Washington Project*, a support service to anyone who has lost a child or other loved one to violence, providing intensive family support services & mentoring to youth involved in violence, as well as the field training of program staff, resource development and report writing.

Job Responsibilities

Intervention/Crisis Support: 40%

- Provide intensive family support services, mentoring and advocacy to families of homicide victims;
- Provide client referrals to community service providers such as Victim Compensation Board and funeral arrangements;
- Maintain intensive follow-up contact with clients/families through frequent home visits and telephone contact;
- Coordinate with Violence Interrupter Team (internal partnership)
- Provide grief counseling;
- Facilitate monthly support group

Documentation: 20%

- Document consistently and accurately in written and computerized records all contacts with clients;
- Oversee maintenance and update of KWP internal databases
- Oversee weekly documentation of Crisis Response Support Network (CRSN) meeting notes
- Monitor Oakland Unite data entry;

External Communications: 25%

- Monitor the CRSN emergency hotline number (24/7);
- Coordinate first response after homicide;

- Communicate with appropriate City agencies to optimize coordination
- Research, develop and maintain relationships with community service providers to secure additional resources for program participants;
- Attend & participate weekly case conferencing meetings with our partners;
- Oversee collaboration with agencies/projects to promote healing for program participants

Program Development: 15%

- Supervise crisis responders
- Supervise student interns (if applicable)
- Participate in field training;
- Participate in bi-weekly all staff meetings;
- Facilitate bi-weekly team meetings;
- Represent Khadafy Washington Project/Youth ALIVE! at community meetings and 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;
- Demonstrated commitment to working with youth and families;
- 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, 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 range \$55,000- \$65,000 (Dependent on Experience). Full time exempt position. Benefits include; Medical/Dental/Vision/Vacation/Sick Leave/Retirement/Educational Reimbursement