

Employment Connection Job Description

Outreach Worker

Role Overview

Title: **Outreach Worker**

Reports to: **Manager**

Outreach Worker assists Employment Connection in implementing the Violence Reduction Program model. Program is a coordinated strategy to address shootings in St. Louis city. Skilled Outreach Workers are a key ingredient to the success of this initiative and are instrumental in helping to facilitate positive behavior change amongst high-risk individuals and groups.

Essential Duties and Responsibilities include the following. Other duties may be assigned:

Stopping Shootings by doing all that is required individually and in a team to prevent all shootings in the neighborhood assigned, including:

1. Getting to know all the highest risk persons and the people who know them
2. Letting it be known that you and other outreach workers are here to stop shootings and that they should tell you when shootings or other violence might happen so that you can help intervene
3. Working to intervene in circumstances in which violence is likely, including possible retaliation
4. Working to understand why a shooting happened and to determine why it is that you and the team were not informed – developing strategies to be better informed the next time
5. Working to gain trust of the community and the highest risk persons so that they know why you are there – to help prevent shootings and violence, and to help high-risk persons in any way you can
6. Calling for assistance when situations require it

Full participation in Program, which includes:

1. Anticipate and be responsive to Outreach Supervisor's requests and needs
2. Continuously keep Manager informed as to what is going on (this includes: what is going right, what is going wrong and anticipating what might go wrong)
3. Work as a member of a team – work together to ensure that shootings are reduced
4. Outreach to the community (individually and as a team member) to build strong relationships with youth, residents, businesses, and community groups
5. Identify youth who are active in high-risk street organization and engage in high-risk street activity and intervening in their lives through case management to aid in solving current problems and preventing future ones, help facilitate positive behavior change, and introduce positive alternatives to violence
 - a. **Recruit & maintain a minimum of 15 high risk participants (case management) & work with participant to develop risk reduction plan for each participant**
 - b. Serve as linkages and support for individuals to enhance their assistance and use of opportunities and programs in the community (job programs, GED, drug treatment, mentoring, employment and housing assistance)
6. Advocate for youth through court testimonies, when necessary
7. Participate, as necessary, in organizing responses to shootings and increasing visibility when shootings/killings take place (developing networks with other outreach program workers to coordinate an inclusive and strategic response)

8. Investigate 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) and provide documentation
9. Work closely with management towards development of the Violence Prevention Plan
10. Identify and diffuse "hot spots" for shootings and violence
11. Document shootings and other acts of violence prevented
12. Respond to shootings in other communities, when necessary
13. Document detailed client case notes and other duties as assigned

Qualifications

Education/Experience:

1. BS in a Human Services field (i.e., Sociology, Social Work, etc.) or equivalent experience
2. Must be a credible/suitable and respected individual in the target area.
3. Extensive experience working with High risk youth and gang members
4. Excellent communication skills
5. Experience and/or training in crisis intervention
6. Experience working with High risk youth and gangs/clicks/crews
7. Must be a credible/suitable and respected individual in the target area.
8. Knowledge of Target Area
9. Valid Missouri driver's license, insurance, good driving record and reliable transportation.
10. No pending criminal cases or prior convictions for domestic violence (within 10 years) or prior convictions for sexual assault or child abuse.

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Demonstrated effective communication skills, particularly when being responsive to the needs of others. Requires the ability to be fully engaged in the business of Employment Connection, its employees, and key stakeholders. Ability to supervise, evaluate, and coach subordinates. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as motor vehicle, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier, and/or materials used in performing essential functions. **Ability to enter data using desk and/or laptop computers.**

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as contracts, work site agreements, reimbursement requests, client surveys, time sheets, reimbursement requests, contract performance reports, training plans, program regulations, personnel policies, employee performance evaluations, computer software operating manuals, statutes, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, decimals and fractions.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, leading, planning and coordinating. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to irate individuals pose a very limited risk of injury.

Physical Requirements:

Tasks involve the ability to respond quickly to sounds, the ability to move safely over uneven terrain or in confined spaces, the ability to see and respond to dangerous situations, the ability to work in extreme weather, requires the ability to constantly demonstrate eye/hand coordination, eye/hand/foot coordination, gripping and grasping, fine motor skills, talking or hearing (phone). Requires the ability to frequently walk, sit, climb, jump, balance, stoop, bend, kneel, squat, crouch and crawl.

Sensory Requirements:

Requires the ability to distinguish objects clearly at close range. Requires the ability to sustain prolonged visual concentration.

Travel

This job requires local and regional travel – up to 90% at times, the majority of which will be in the St. Louis Metropolitan area. Use of personal automobile and liability insurance required. Paid mileage at agency approved rate.

Hours per Week

Minimum forty (40) hours a week; weekends and evenings required: Tuesday, Wednesday, and Thursday (2pm to 10pm), Friday and Saturday (4pm to midnight) – nonexempt under the FLSA 2004 Rules. Must be willing to maintain flexibility and adaptability in schedule to meet agency demands.

Salary Range

\$32,000.00 – \$36,000.00

The Employment Connection is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Employment Connection will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the agency.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required of employees so assigned.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Employee Certification:

I understand the description of this job and the essential functions, as stated above. I also understand that all of the duties are not described above and that I would perform those above and other related duties as directed by my supervisor.

Employee Name (Print)

Date

Employee Signature