

## Employment Connection Job Description

### Community Engagement Specialist

#### Role Overview

Title: **Community Engagement Specialist**

Reports To: **Manager**

Community Engagement Specialists assist the program by providing conflict mediation services.

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

Community Engagement Specialists are assigned to work in one or more program communities by:

- Gaining information on potential conflicts in Program communities
- Formulating action plans to help resolve conflicts
- Attending weekly Community Engagement Specialist meetings
- Meeting with high-risk individuals and groups on a daily basis to discuss issues
- Working to prevent initial acts of violence
- Helping in the efforts to prevent all potential retaliatory shootings
- Developing relationships with influential individuals and groups in the community
- Referring potential clients/participants to outreach workers
- Documenting conflicts resolved on conflict mediation forms (provided by Program)
- Keeping daily log documenting all contacts with high risk individuals daily (forms provided by Program)
- Participating in all required Program trainings
- Distributing public education materials within the community
- Attending community responses as needed

#### Administrative Duties:

1. Community Engagement Specialists are expected to work 20-40hrs per week (as reflected in budget)
2. Community Engagement Specialists are required to submit all paperwork on a weekly basis at weekly scheduled meetings

### 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 and staff supervision
6. Valid Missouri driver's license, insurance, good driving record and reliable transportation.
7. No pending criminal cases or prior convictions for domestic violence (within 10 years) or prior convictions for sexual assault or child abuse.
8. Experience working with at-risk youth and gang members
9. Must be a credible/suitable and respected individual in the target area.

10. Experience or training in crisis intervention

11. Knowledge of Target Area

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 irritants 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.

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**Employee Name (Print)**

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**Date**

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**Employee Signature**