

YOUTH VIOLENCE REDUCTION PARTNERSHIP COORDINATOR

GENERAL DEFINITION

We are seeking to hire a highly motivated and talented person to coordinate the Youth Violence Reduction Partnership (YVRP). This position will report to the Managing Director and work with the YVRP Steering Committee, comprised of the partner agency leaders or their designees and other community leaders. The Coordinator will be appointed as a Deputy Managing Director.

ABOUT YVRP:

In 1998, key law enforcement officials, other agency heads and networks of community and clergy leaders came together to address the problem of youth violence. YVRP was started in June of 1999 as a pilot program in the 24th Police District, as it contained the sector that had the highest number of youth murders. YVRP has since expanded to the 25th and 12th Police Districts. Funding has been identified for further expansion.

The main components of the YVRP include: 1) designation of youth at greatest risk of killing or being killed; 2) intensive supervision by police and probation officers; 3) connection to various community supports and programs facilitated by, and prosocial relationships with, "street workers"; 4) graduated sanctions for noncompliance; and 5) suppression of firearms.

The participants in YVRP are identified by any of the partner organizations, including the District Attorney's Office, Police Department, Adult Probation, Juvenile Probation, Philadelphia Safe and Sound, Philadelphia Anti-Drug/Anti-Violence Network (PAAN), Department of Human Services, the School District of Philadelphia and others.

YVRP combines two strategies, intensive support and intensive surveillance, to help these young people get to their 25th birthdays, as productive and responsible citizens.

TYPICAL EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

The Coordinator will be responsible for the operation of YVRP, to include, among others, the following duties:

- amassing grant funds necessary to operate and expand YVRP;
- identifying and overseeing the expenditures of those funds;

- planning and coordinating the expansion of YVRP as directed by the City in consultation with the Steering Committee;
- interacting with the partner agencies to facilitate the efficient operation of YVRP, including the development and distribution of, and compliance with, operational protocols, and insuring the intensive surveillance of and assurance of “positive supports” to youth partners;
- chairing the Operations Committee meetings to monitor staff and youth partner performance;
- chairing the Management Team meetings to monitor direction and operation of the YVRP;
- preparing for and staffing the Steering Committee meetings;
- maintaining and distributing the list of youth partners who are active, on-deck, stand-by and bench warrants;
- coordinating the compilation, analysis and distribution of relevant data;
- being the liaison with other violence prevention efforts (e.g., WRISS);
- developing and overseeing budget;
- planning and implementing a public relations strategy;
- coordinating YVRP events, including trainings and social;
- supervising support staff; and
- reporting to the Managing Director.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

- principles of integrated case management;
- juvenile and criminal justice systems;
- theories of cross systems operations; and
- organization and functions of municipal, government and other partner agencies.

ABILITY TO:

- establish and maintain effective working relationships with associates, community, elected officials and media;
 - analyze complex problems and reach sound decisions;
 - organize and direct the work of the partnership;
 - present ideas effectively in oral, written and graphic form;
 - seek funding opportunities; and
 - supervise subordinates.
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MINIMUM ACCEPTABLE EDUCATION AND EXPERIENCE

EDUCATION

Applicant must have at least a bachelor's degree; a master's degree would be preferred.

AND EXPERIENCE

Applicant should have significant experience in law enforcement, criminal justice, juvenile justice or an appropriate equivalent. Applicant must have served at least five years in a management or leadership position. Applicant should have experience in working with and between different systems. Applicant should have excellent leadership, conflict resolution and communication skills. Experience with YVRP or similar partnership preferred. Experience in working with Philadelphia communities preferred.

OR

Any equivalent combination of education and experience determined to be acceptable that has included the completion of a master's degree program and the specific experience.

PHYSICAL AND MEDICAL REQUIREMENTS

Ability to physically perform the duties and to work in the environmental conditions required of a position in this class.

Salary is commensurate with experience.

INSTRUCTIONS FOR APPLYING

Interested candidates should send, by standard mail, a cover letter and resume to:

Youth Violence Reduction Partnership
Managing Director's Office
Municipal Services Building
1041 John F. Kennedy Boulevard, Suite 1430
Philadelphia, PA 19102
Attention: Cathie Burns-Riloff

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